ADMINISTRATIVE WAGE GARNISHMENT USER MANUAL

Department of Education

Student Financial Assistance Loan Programs

Document # **D-AWG-000-3**

Version:	1.07	Effective:	11/18/03
	1.06		02/27/03
	1.05		09/30/02
	1.04		06/30/01
	1.03		03/17/00
	1.02		12/11/98
	1.01		06/30/98
	1.00		12/13/96

Contract # PM920010-01

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<u>**SECTION 1. INTRODUCTION**</u>

1.1. INTRODUCING ADMINISTRATIVE WAGE GARNISHMENT

The On-Line Maintenance of Administrative Wage Garnishment (AWG) function of the Debt Management and Collections System (DMCS) allows users to add/update AWG accounts and employer information.

1.2. REFERENCES

- o Contract #PM920010-01

- o Task Order #22

- o GPCC #970569

- o Task Order #29

- o Task Order #42

- o GPCCs #000216 and #010055

- o GPCCs #010210, #010229, and #010242

- o Task Order #66

- o Task Order #83

1.3. USING THIS MANUAL

1.3.1. Structure

This document is organized as follows:

Section 1   This section introduces Administrative Wage Garnishment and explains how to use the menu and the keyboard.

Section 2   This section provides specific instructions for using the output screens.

Appendix A	This section contains an alphabetic list of error and information messages and their resolutions/explanations.
Appendix B	This section includes a current copy of the Integrated Data Dictionary (IDD) Record Report. The IDD contains field names, descriptions, values, and data base sources.

1.3.2. Keyboard Notes

In addition to the standard keys, the following **[PF]** keys have functions specific to this subsystem.

[PF1-2]	Help
[PF3]	Return to previous menu.
[PF4]	Used for delete on L143 only.
[PF5]	Refresh screen.
[PF6]	Key to confirm adds and updates.
[PF7]	SCROLL UP: Use this key to return to the previous screen. Scrolling functions can be performed only in multiple page screens.
[PF8]	SCROLL DOWN: Use this key to move to the next screen. Scrolling functions can be performed only in multiple page screens.
[PF9-11]	No current function.
[PF12]	Use this key to return to the main system menu. Note: The menu displayed depends on user authorization.

[PF13-16]   SUBSYSTEM SCREEN TRANSFER KEYS: Use these keys to transfer from screen to screen within a subsystem.   For example, to transfer from the Employee Add/Update Screen to the Employee/Employer Add/Update Screen, press **[PF14]**. The function keys and the screens they access are displayed at the bottom of the subsystem menu screen.

[PF13] = Employee Add/Update Screen
[PF14] = Employee/Employer Add/Update Screen
[PF15] = Employer Information/Update Screen
[PF16] = Employer Name and Search Screen

[PF17-24]   No current function.

1.4. ON-LINE STRUCTURE

1.4.1. L100 - Administrative Wage Garnishment Menu

Access the AWG Subsystem through the Administrative Wage Garnishment Menu. Select the appropriate screen by using the **[PF]** keys, by entering the four-character transaction ID (TRANID), or by keying any character next to the desired screen.

```
( L100 )              ADMIN WAGE GARNISHMENT MENU              MM/DD/YY
                                                              HH:MM

         __      EMPLOYEE ADD/UPDATE SCREEN                    PF13
         __      EMPLOYEE/EMPLOYER ADD/UPDATE SCREEN           PF14
         __      EMPLOYER INFORMATION/UPDATE SCREEN            PF15
         __      EMPLOYER NAME AND SEARCH SCREEN               PF16
```

To make a menu selection, choose one of the three following options:

1. Press the **[PF]** key listed on the line associated with the desired screen. For example, press **[PF13]** to access the Employee Add/Update Screen.

2. Key the TRANID for the desired screen. For example, key "L140" to access the Employee Add/Update Screen. This TRANID is entered between the parentheses in the upper left corner of the screen.

3. Press **[ENTER]**. The Employee Add/Update Screen will be displayed.

The TRANIDs for the AWG function screens are:

L140 - Employee Add/Update Screen
L141 - Employee/Employer Add/Update Screen
L142 - Employer Information/Update Screen
L143 - Double Key Input/Verification Screen (not available from the
        Administrative Wage Garnishment Menu or from other screens)
L145 - Employer Name and Search Screen

1.4.2. Accessing Other Screens

After completing a desired function, you may continue with the current screen, transfer to another screen, or exit the system.

o   To continue using the currently accessed screen, key another current account prefix with its corresponding account ID, and the new account prefix with its corresponding account ID, and press **[ENTER]**.

o   To transfer to another screen within Employee Add/Update Screen, choose one of the three following options:

    1. Key a TRANID for another Administrative Wage Garnishment Screen, then press **[ENTER]**.

    2. Press the **[PF]** key associated with the desired Administrative Wage Garnishment Screen.

    3. Press **[PF3]** to return to the Administrative Wage Garnishment Menu and select the desired screen.

o   To transfer to another screen within a different subsystem, choose one of the following options:

    1. Key the TRANID of the desired screen and press the **[ENTER]** key.

2.   Press **[PF12]** or key the TRANID "L100" to return to the initial menu. To select the subsystem menu that contains the desired screen, key any letter next to the desired menu and press the **[ENTER]** key.

After the subsystem menu appears, access the desired screen by choosing one of the following options:

1.   Press the **[PF]** key associated with the screen.

2.   Key the TRANID of the desired screen and press **[ENTER]**.

3.   Key any letter next to the desired screen title and press **[ENTER]**.

1.4.3. Logging Off

To exit the system, press **[CLEAR]**. When "LOGOFF" appears at the top of the screen, press the **[ENTER]** key.

SECTION 2. ADMINISTRATIVE WAGE GARNISHMENT OPTIONS

2.1. OPTION 1: L140 - EMPLOYEE ADD/UPDATE SCREEN [PF13]

```
( L140 )                    ADMINISTRATIVE WAGE GARNISHMENT        xx:xx:xx
                            EMPLOYEE ADD/UPDATE SCREEN             xx:xx:xx

ACCT NO: S_____        REGION:                COLL NUM:
EMPLOYER FIN:                   EMPLOYER NAME:
ACCT OWNER:                     RESEND T12 LETTER REQUEST: __
ACCT NAME:

ADDRESS:                                    DAY PH:
                                            NIGHT PH:
CITY:                      ST:        ZIP:
ADDR STATUS:                           ADDR CHANGE DATE:
EMPLOYER ADDRESS:

CONTACT:                                    EMP PHONE:
CITY:                     ST:               ZIP:
CURR AWG STATUS:          EMPL STATUS:    DEBTS: EXPECTED AMT:___, ____,___. __
                          ED BALANCE:            LAST AWG DATE:
CA FEE:                                          LAST AWG AMT:
CA BALANCE:                                      PAY SCHED: ___   PAY TYPE:_
DEBT-ID          STATUS CODES      STATUS DATES    T12 RESEND      ICRP STATUS

                                                     __
                                                     __
                                                     __


 ENTER AN ACCOUNT NO
```

The Employee Add/Update Screen is used to add a student account to the AWG data base or to update an existing AWG account.

If this screen has been transferred to from another screen, data will be transferred automatically from the previous screen.

Security Considerations:

1.   Collection agencies may only view/update their own accounts.

2.   ED may view/update all accounts.

To add a student defaulted account to AWG:

1.   Key the nine-digit account ID. The employer FIN key, if known, should also be entered.

2.   Press **[ENTER]**. The information entered is validated.

3.   The screen displays the message "AWG ACCOUNT DOES NOT EXIST; TO CREATE IT, PRESS PF6".

4.   Press **[PF6]** key to confirm the add.

5.   Once the new AWG account is added, the screen is returned with data fields filled and the message "EMPLOYEE IS NOT ASSIGNED TO AN EMPLOYER; GO TO L141 TO ADD" is displayed. (Refer to Section 2.2 to assign an employer.)

6.   The cursor is set at the CURRENT ACCOUNT PREFIX field.

7.   Press the **[PF14]** key to go to screen L141 to assign the employee to an employer; or press **[PF15]** to go to screen L142 to add the employer and then press **[PF14]** to connect the employee to the employer.

To update a student AWG account information:

1.   Key the current AWG account prefix (e.g., "S" or "E") with its corresponding nine-digit account ID.

2.   Press the **[ENTER]** key. The AWG account and employer information is displayed on the screen.

3.   Change any of the updatable fields on the screen and press the **[ENTER]** key.

      The changes are validated. If they pass validation, the following confirm message is displayed: "PRESS PF6 TO CONFIRM UPDATE PROCESSING...". If any fields fail validation, a descriptive message is displayed and the field is highlighted.

4.   Press **[PF6]** key to confirm the update. The following message is displayed: "AWG ACCOUNT/DEBT INFO UPDATE COMPLETED SUCCESSFULLY".

```
( L140 )                     ADMINISTRATIVE WAGE GARNISHMENT    RXF        xx:xx:xx
                             EMPLOYEE ADD/UPDATE SCREEN                    xx:xx:xx

ACCT NO: S _____(1)              REGION: (2)          COLL NUM: (3)
EMPLOYER FIN:  (4)                    EMPLOYER NAME: (5)
ACCT OWNER:    (6)                    RESEND T12 LETTER REQUEST: __ (7)
ACCT NAME:     (8)
ADDRESS:       (9)                            DAY PH:    (10)
                                              NIGHT PH:  (11)
CITY: (12)                       ST: (13)  ZIP:         (14)
ADDR STATUS:(15)                         ADDR CHANGE DATE:   (16)
EMPLOYER ADDRESS: (17)

CONTACT:   (18)                               EMP PHONE: (19)
CITY:      (20)                            ST: (21)       ZIP: (22)
CURR AWG STATUS:(23) EMPL STATUS:(24)  DEBTS:(25)    EXPECTED AMT:___, ____,___. __ (26)
ED BALANCE: (27)                         LAST AWG DATE: (28)
CA FEE: (29)                             LAST AWG AMT: (30)
CA BALANCE:(31)                          PAY SCHED: ___ (32)PAY TYPE:   (33)
DEBT-ID   (34) STATUS CODES (35)  STATUS DATES (36)T12 RESEND (37)   ICRP STATUS (38)
                          __
                          __



  ENTER AN ACCOUNT NO
 PF13-L140   14-L141   15-L142   16-L145  6-CONFIRM            PAGE: __   OF __
```

FIELD CONTENT - L140 - EMPLOYEE ADD/UPDATE SCREEN

(M) indicates a mandatory field, (O) indicates an optional field, (D) indicates a display only field.

	Field Name	Definition
1.	ACCT NO (M)	The ten-character account ID. "S" or "E" followed by nine digits. S = Social Security number E = Federal Identification number
2.	REGION (D)	The two-digit region ID. 00 = HQ 04 = Atlanta 05 = Chicago 09 = San Francisco

```
( L140 )                     ADMINISTRATIVE WAGE GARNISHMENT    RXF       xx:xx:xx
                               EMPLOYEE ADD/UPDATE SCREEN                  xx:xx:xx

ACCT NO: S _____(1)           REGION: (2)        COLL NUM: (3)
EMPLOYER FIN:   (4)                  EMPLOYER NAME: (5)
ACCT OWNER:    (6)                   RESEND T12 LETTER REQUEST: __  (7)
ACCT NAME:     (8)
ADDRESS:       (9)                             DAY PH:    (10)
                                               NIGHT PH:  (11)
CITY: (12)                      ST:  (13)   ZIP:       (14)
ADDR STATUS:(15)                            ADDR CHANGE DATE:   (16)
EMPLOYER ADDRESS: (17)

CONTACT:   (18)                                EMP PHONE: (19)
CITY:      (20)                            ST: (21)        ZIP: (22)
CURR AWG STATUS:(23) EMPL STATUS:(24)  DEBTS:(25)   EXPECTED AMT:___, ____,___. __  (26)
ED BALANCE: (27)                           LAST AWG DATE: (28)
CA FEE: (29)                               LAST AWG AMT: (30)
CA BALANCE:(31)                            PAY SCHED: ___  (32)PAY TYPE:   (33)
DEBT-ID    (34) STATUS CODES (35)  STATUS DATES (36)T12 RESEND (37)    ICRP STATUS (38)
                             __
                             __
                             __


  ENTER AN ACCOUNT NO
 PF13-L140   14-L141   15-L142   16-L145  6-CONFIRM          PAGE: __  OF __
```

	Field Name	Definition
3.	COLL NUM (D)	The five-character physical location assigned by the collection agency. It is used only if the account is with a collection agency.
4.	EMPLOYER FIN (O)	The thirteen-character Federal Identification number of the employer. "P" or "E" followed by twelve digits. P = pseudo employer number E = actual number of the employer
5.	EMPLOYER NAME (D)	The name of the employer of the borrower. Up to forty-five characters.
6.	ACCT OWNER (D)	The five-character owner code, equivalent to the old location code. The two-letter prefix. ED or AG identifies the account owner; the three-digit suffix is the location code (account/status/collector).

	Field Name	Definition
7.	RESEND T12 LETTER REQUEST (O)	The one-character field tells the AWG Subsystem to resend the T12 letter to the borrower. Valid values are: " " = do not resend T12 letter "Y" = resend T12 letter
8.	ACCT NAME (D)	The name (last, first, middle) of the account owner. Up to 58 characters.
9.	ADDRESS (D)	The address of the account, spread over two lines. Up to 80 characters.
10.	DAY PH (D)	The ten-digit daytime telephone number, with area code, of the individual owning the account. Format: 000-000-0000
11.	NIGHT PH (D)	The ten-digit nighttime telephone number, with area code, of the individual owning the account. Format: 000-000-0000
12.	CITY (D)	The city of the account, or the country if a foreign address. Up to thirty characters.
13.	ST (D)	The two-character code for the state of the account, or "FC" for foreign addresses.
14.	ZIP (D)	The zip code for the account. Five digits, with a four-digit suffix, or spaces if a foreign address.
15.	ADDR STATUS (D)	The current status of this address. Valid values are: " " = Unknown M = May not be contacted U = Undeliverable V = Verified
16.	ADDR CHANGE DATE (D)	The date on which the address of the individual was changed to a new address. Format: MM/DD/YY.
17.	EMPLOYER ADDRESS (D)	The address of the account, spread over two lines. Up to 80 characters.
18.	CONTACT (D)	The name of individual to contact at the employer's office. Up to thirty-one characters.
19.	EMP PHONE (D)	The ten-digit daytime telephone number, with area code, of the employer of the individual owning the account. Format: 000-000-0000

AWG OPTIONS

```
( L140 )                     ADMINISTRATIVE WAGE GARNISHMENT    RXF       xx:xx:xx
                             EMPLOYEE ADD/UPDATE SCREEN                   xx:xx:xx

ACCT NO: S _____(1)            REGION: (2)           COLL NUM: (3)
EMPLOYER FIN:  (4)                       EMPLOYER NAME: (5)
ACCT OWNER:    (6)                       RESEND T12 LETTER REQUEST: __ (7)
ACCT NAME:     (8)
ADDRESS:       (9)                                  DAY PH:   (10)
                                                    NIGHT PH: (11)
CITY: (12)                       ST: (13)   ZIP:       (14)
ADDR STATUS:(15)                            ADDR CHANGE DATE:  (16)
EMPLOYER ADDRESS: (17)

CONTACT:   (18)                                     EMP PHONE: (19)
CITY:      (20)                          ST: (21)        ZIP: (22)
CURR AWG STATUS:(23) EMPL STATUS:(24)  DEBTS:(25)    EXPECTED AMT:___, ____,___. __ (26)
ED BALANCE: (27)                                LAST AWG DATE: (28)
CA FEE: (29)                                    LAST AWG AMT: (30)
CA BALANCE:(31)                                 PAY SCHED: ___ (32)PAY TYPE:  (33)
DEBT-ID   (34) STATUS CODES (35)  STATUS DATES (36)T12 RESEND (37)    ICRP STATUS (38)
                          __
                          __
                          __


  ENTER AN ACCOUNT NO
 PF13-L140   14-L141   15-L142   16-L145  6-CONFIRM              PAGE: __  OF __
```

	Field Name	Definition
20.	CITY (D)	The city of the employer, or the country if a foreign address. Up to thirty characters.
21.	ST (D)	The two-character code for the state of the account, or "FC" for foreign addresses.
22.	ZIP (D)	The zip code for the account. Five digits, with a four-digit suffix, or spaces if a foreign address.
23.	CURR AWG STATUS (D)	The current status of the account. Valid values are:

23.   CURR AWG STATUS (D)

AWG = Status given when the record is established.

WG1 = Letter process has begun.

VPY = All of the debts are in voluntary payment.

GAR = One or more debts are in employer garnishment. IRS recall notification is sent at this time.

SWG = Wage garnishment has been stopped.

NLE = The debtor is no longer employed.

	Field Name	Definition
24.	EMPL STATUS (D)	The employee's employment status. Valid values are: E = Currently employed U = Currently unemployed
25.	DEBTS (D)	Displays the number of debts that are currently being garnished.
26.	EXPECTED AMT (O)	The payment amount that is expected for AWG. Up to eleven digits. Format: 000,000,000.00
27.	ED BALANCE (D)	The sum of the debt balances. For example, debt statuses of "OWF", "OW1", "OWR", "OW2", "GAR", or "NLE". Up to eleven digits. Format: 000,000,000.00
28.	LAST AWG DATE (D)	The last payment amount that was made for AWG. Format: MM/DD/YY.
29.	CA FEE (D)	The fee charged by the collection agency. Up to eleven digits. Format: 000,000,000.00.
30.	LAST AWG AMT (D)	The last payment amount that was made for AWG. Up to nine digits. Format: 0,000,000.00
31.	CA BALANCE	The sum of ED balance and CA fee. Up to ten digits. Format: 0,000,000.00.
32.	PAY SCHED (O)	A one-character field that shows the schedule of the expected AWG payments. Valid values are: W = Weekly B = Bi-weekly M = Monthly Q = Quarterly O = Other S = Semi-monthly (twice a month)
33.	PAY TYPE (O)	The type of pay that will be received from the employer. Fixed amount --if the check is always the same amount. Variable amount-- if amount of pay check varies. F = Fixed amount V = Variable amount
34.	DEBT-ID (D)	The sixteen-digit debt number for each debt.

```
( L140 )                     ADMINISTRATIVE WAGE GARNISHMENT    RXF        xx:xx:xx
                             EMPLOYEE ADD/UPDATE SCREEN                     xx:xx:xx

ACCT NO: S _____(1)               REGION: (2)         COLL NUM: (3)
EMPLOYER FIN:   (4)                  EMPLOYER NAME: (5)
ACCT OWNER:    (6)                   RESEND T12 LETTER REQUEST: __  (7)
ACCT NAME:     (8)
ADDRESS:       (9)                              DAY PH:    (10)
                                                NIGHT PH:  (11)
CITY: (12)                          ST: (13)    ZIP:       (14)
ADDR STATUS:(15)                                ADDR CHANGE DATE:   (16)
EMPLOYER ADDRESS: (17)

CONTACT:   (18)                                 EMP PHONE: (19)
CITY:     (20)                          ST: (21)         ZIP: (22)
CURR AWG STATUS:(23) EMPL STATUS:(24)  DEBTS:(25)   EXPECTED AMT:___, ____,___. __ (26)
ED BALANCE: (27)                       LAST AWG DATE: (28)
CA FEE: (29)                           LAST AWG AMT: (30)
CA BALANCE:(31)                        PAY SCHED: ___ (32)PAY TYPE:   (33)
DEBT-ID   (34) STATUS CODES (35)  STATUS DATES (36)T12 RESEND (37)   ICRP STATUS (38)
                        __
                        __
                        __



  ENTER AN ACCOUNT NO
 PF13-L140   14-L141   15-L142   16-L145  6-CONFIRM              PAGE: __  OF __
```

	Field Name	Definition
35.	STATUS CODES (M)	The three-character field indicates the status of the associated debt ID. Valid values are:

AWG = Status given when the record is established.

WG1 = Letter process has begun.

VPY = The debt is in voluntary payment.

GAR = Debt is in employer garnishment.

SWG = Wage garnishment has been stopped.

OWF = Failure to honor repayment agreement--final notice sent to borrower/order for withholding sent to employer.

THR = Timely hearing request received from borrower.

SHR = Scheduled hearing.

HR1 = Hearing decision--borrower's objection overruled.

HR2 = Hearing decision--borrower's objection sustained.

Field Name	Definition
	HSF = Borrower sent hardship forms.
	HR3 = Hardship agreement decision.
	OW1 = Final notice sent to borrower/order for withholding sent to employer.
	OWR = Final notice sent to borrower/order for withholding at reduced amount sent to employer.
	OW2 = Second notice sent to employer.
	FOR = Allows ED to force the process to the next level which includes NOTE3 of the letter status flow.
	CWG = Wage garnishment has been canceled.
	LPT = Late payment.
	LEX = Borrower is claiming length of employment.
	NLE = No longer employed.
	NCE = Non-compliant employer.
	NCL = Non-compliant employer, low-balance.
36. STATUS DATES (D)	The date on which the status was applied to a debt. Format: MM/DD/YY.
37. T12 RESEND (O)	The one-character field tells the AWG system to resend the T12 letter to the borrower for a specific debt. Valid values are:
	" " = do not resend T12 letter
	"Y" = resend T12 letter
38. ICRP STATUS (D)	The one-character ICRP status and the payment status of the borrower's account. ICRP status codes are:
	A = Accepted. This code indicates that the IRS has accepted the Consent Form.
	B = Billing. This code indicates that the borrower is in AGI billing status.
	D = Delinquent. This code indicates that the borrower has not made payments for more than 120 days.

```
( L140 )                    ADMINISTRATIVE WAGE GARNISHMENT    RXF         xx:xx:xx
                              EMPLOYEE ADD/UPDATE SCREEN                    xx:xx:xx

ACCT NO: S _____(1)              REGION: (2)          COLL NUM: (3)
EMPLOYER FIN:  (4)                        EMPLOYER NAME: (5)
ACCT OWNER:    (6)                        RESEND T12 LETTER REQUEST: __  (7)
ACCT NAME:     (8)
ADDRESS:       (9)                             DAY PH:    (10)
                                               NIGHT PH:  (11)
CITY: (12)                          ST:  (13)   ZIP:       (14)
ADDR STATUS:(15)                               ADDR CHANGE DATE:   (16)
EMPLOYER ADDRESS: (17)

CONTACT:   (18)                                    EMP PHONE: (19)
CITY:      (20)                            ST: (21)        ZIP: (22)
CURR AWG STATUS:(23) EMPL STATUS:(24)  DEBTS:(25)   EXPECTED AMT:___, ____,___. __  (26)
ED BALANCE: (27)                          LAST AWG DATE: (28)
CA FEE: (29)                              LAST AWG AMT:  (30)
CA BALANCE:(31)                           PAY SCHED: ___ (32)PAY TYPE:   (33)
DEBT-ID    (34) STATUS CODES (35)  STATUS DATES (36)T12 RESEND (37)   ICRP STATUS (38)
                        __
                        __
                        __



  ENTER AN ACCOUNT NO
  PF13-L140   14-L141   15-L142   16-L145  6-CONFIRM              PAGE: __  OF __
```

Field Name		Definition
I	=	Initial. This code indicates that an initial Consent to Disclosure of Tax Information (X20) has been created and sent to the borrower.
L	=	Low balance. This code indicates that the borrower's balance amount was below the ICRP minimum to participate in the repayment plan.
M	=	No correspondence. This code indicates that the borrower requested no further ICRP correspondence.
N	=	No response. This code indicates that the borrower chose not to participate in the ICRP or never responded to any ICRP mailings.P= Pending. This code indicates that a completed Consent Form has been received from the borrower and scanned into the EDMS system and is pending IRS review.

Field Name		Definition

R = Rejected. This code indicates that the IRS has reviewed the Consent Form and rejected the form for one or more reasons.

U = Undeliverable. This code indicates that the borrower does not have a deliverable address.

V = Revoked. This code indicates that the borrower revoked their Consent Form, which will stop access to the IRS-provided data (AGI).

X = Excluded location. This code indicates that the borrower has been moved to a non-ICRP account owner code.

Payment status codes are:

C = Current. Account is in regular payment.

D = Delinquent. Borrower has not made payments for more than 120 days.

N/A = Account is not on AGI billing This field is for display purposes only.

2.2. OPTION 2: L141 - EMPLOYEE/EMPLOYER ADD/UPDATE SCREEN [PF14]

```
( L141 )                       ADMINISTRATIVE WAGE GARNISHMENT   RXF    xx/xx/xx
                               EMPLOYEE/EMPLOYER ADD/UPDATE SCREEN       xx/xx/xx

 ACCOUNT NO:  S_____       RESEND ORDER FOR WITHHOLDING LETTER
 EMPLOYER FIN:  _____ ENTER LETTER TYPE (Y11):  _____

 ACCOUNT OWNER:                          ICRP STATUS:
 ACCOUNT NAME:

 EMPLOYER NAME:
 EMPLOYER ADDRESS:

                     CITY:                    STATE:        ZIP:

 CONTACT:
                                         ADDRESS STATUS:
 CURRENT AWG STATUS:   ___               ADDR CHANGE DATE:
 CERTIFIED AWG BALANCE:                  START DATE: __ / __ / __
 CURRENT EMPLOYER STATUS:  ___           END DATE: __ / __ / __


 ENTER AN ACCOUNT NO AND/OR EMPLOYER FIN, PLEASE
 PF13-L140  14-L141  15-L142 16-L145
```

The Employee/Employer Add/Update Screen is used to add or update or review the AWG debtor information.

If this screen has been transferred to from another screen, data will be transferred automatically from the previous screen.

Security Considerations:

1.   Collection agencies may only view/update their own accounts.

2.   ED may view/update all accounts.

To add a debtor to an existing employer:

1.   Key in the debtor's account number and employer's FIN.

2.   Press **[ENTER]**. Four conditions can occur:

        a.   AWG account does not belong to any employer. The screen is displayed with the
                message "START DATE INVALID OR MUST BE ENTERED".

Enter start date (may not be greater than the current date).

Press **[ENTER]**.

The screen is displayed with a message "ACCOUNT ADDED. PLEASE, PRESS <ENTER>".

Press **[ENTER]**.

Employer's information is displayed on the screen.

b.   Account is active with another employer and current status of this employer is not "NLE".

The screen displays old employer's data with the message "ENTER STATUS 'NLE' AND END DATE TO DEACTIVATE LAST EMPLOYER".

Key status "NLE" and end date of the old employer record; press **[ENTER]**.

The screen is displayed with the message "ACCOUNT MODIFIED. PRESS <PF5> TO REFRESH THE SCREEN".

c.   Account is active with another employer and current status of this employer is "NLE".

The screen displays old employer's data with the message "EMP STATUS HAS TO BE = 'SWG'. REENTER AFTER OVERNIGHT PROCESSING".

d.   The old employer's status = "SWG".

The screen is displayed with the message "START DATE INVALID OR MUST BE ENTERED".

Key start date (may not be greater than the current date).

Press **[ENTER]**.

The screen is displayed with the message "ACCOUNT ADDED. PLEASE, PRESS <ENTER>".

Press **[ENTER]**.

The screen is displayed with the employer's information.

To modify AWG debtor's information:

1.   Key in the debtor's account number and the employer's FIN.

2.   Press **[ENTER]**.

        The screen is displayed populated with data.

3.   Change AWG debtor's information.

4.   Press **[ENTER]**.

        The screen is displayed with the message "ACCOUNT MODIFIED. PRESS <PF5> TO
        REFRESH THE SCREEN".

To view the next account pertaining to a certain employer:[1]

1.   Key in the employer's FIN.

2.   Press **[ENTER]**.

        The screen is populated with first account's data and displayed.

3.   Press **[PF8]**.

        The screen populated with the next account's data is displayed. If this account is the last
        one, the message "LAST PAGE" appears on the screen.

To view the previous account pertaining to a certain employer when the current account's data is
on the screen:

1.   Press **[PF7]**.

        The screen populated with the previous account's data is displayed. If this account is the
        first one, the message "FIRST PAGE" appears on the screen.

---

        [1] Paging is not active unless the employer's FIN is entered.

```
( L141 )                          ADMINISTRATIVE WAGE GARNISHMENT   RXF    xx/xx/xx
                                  EMPLOYEE/EMPLOYER ADD/UPDATE SCREEN       xx/xx/xx

ACCOUNT NO:  S_____       RESEND ORDER FOR WITHHOLDING LETTER
EMPLOYER FIN:  _____  ENTER LETTER TYPE (Y11): _____

ACCOUNT OWNER:                            ICRP STATUS:
ACCOUNT NAME:

EMPLOYER NAME:
EMPLOYER ADDRESS:

                    CITY:                     STATE:        ZIP:

CONTACT:
                                          ADDRESS STATUS:
CURRENT AWG STATUS:  ___                  ADDR CHANGE DATE:
CERTIFIED AWG BALANCE:                    START DATE: __ / __ / __
CURRENT EMPLOYER STATUS:  ___             END DATE: __ / __ / __


ENTER AN ACCOUNT NO AND/OR EMPLOYER FIN, PLEASE
PF13-L140  14-L141  15-L142 16-L145
```

FIELD CONTENT - L141 - EMPLOYEE/EMPLOYER ADD/UPDATE SCREEN

(M) indicates a mandatory field, (O) indicates an optional field, (D) indicates a display-only field.

	Field Name	Definition
1.	ACCOUNT NO (M)	The ten-character account ID. "S" or "E" followed by nine digits. S = Social Security number E = Federal Identification Number
2.	EMPLOYER FIN (M)	The thirteen-character Federal Identification number of the employer. "P" or "E" followed by twelve digits. P = Pseudo employer number E = Actual FIN of the employer

	Field Name	Definition
3.	ENTER LETTER TYPE (O)	The one-character field tells the AWG system to resend a Y11 letter to the employer. Valid values are: " " = do not resend Y11 letter "Y" = resend Y11 letter
4	ACCOUNT OWNER (D)	The five-character owner code, equivalent to the old location code. The two-letter prefix (ED or AG) identifies the account owner; the two-digit suffix is the location code (account/status/collector).
5.	ICRP STATUS (D)	The one-character ICRP status and the payment status of the borrower's account. ICRP status codes are: A = Accepted. This code indicates that the IRS has accepted the Consent Form. B = Billing. This code indicates that the borrower is in AGI billing status. D = Delinquent. This code indicates that the borrower has not made payments for more than 120 days. I = Initial. This code indicates that an initial Consent to Disclosure of Tax Information (X20) has been created and sent to the borrower. L = Low balance. This code indicates that the borrower's balance amount was below the ICRP minimum to participate in the repayment plan. M = No correspondence. This code indicates that the borrower requested no further ICRP correspondence. N = No response. This code indicates that the borrower chose not to participate in the ICRP or never responded to any ICRP mailings. P = Pending. This code indicates that a completed Consent Form has been received from the borrower and scanned into the EDMS system and is pending IRS review.

ADMINISTRATIVE WAGE GARNISHMENT

Field Name	Definition

	R = Rejected. This code indicates that the IRS has reviewed the Consent Form and rejected the form for one or more reasons.
	U = Undeliverable. This code indicates that the borrower does not have a deliverable address.
	V = Revoked. This code indicates that the borrower revoked their Consent Form, which will stop access to the IRS-provided data (AGI).
	X = Excluded location. This code indicates that the borrower has been moved to a non-ICRP account owner code.

Payment status codes are:

	C = Current. Account is in regular payment.
	D = Delinquent. Borrower has not made payments for more than 120 days.
	N/A = Account is not on AGI billing

This field is for display purposes only.

6.	ACCOUNT NAME (D)	The name (last, first, middle) of the account owner. Up to 58 characters.
7.	EMPLOYER NAME (D)	The alpha name of the employer of the borrower. Up to forty-five characters.
8.	EMPLOYEE ADDRESS (D)	The address of the account, spread over two lines. Up to 80 characters.
9.	CITY (D)	The city of the employer, or the country if a foreign address. Up to thirty characters.

AWG OPTIONS

```
( L141 )                       ADMINISTRATIVE WAGE GARNISHMENT   RXF    xx/xx/xx
                               EMPLOYEE/EMPLOYER ADD/UPDATE SCREEN        xx/xx/xx

ACCOUNT NO:  S_____      RESEND ORDER FOR WITHHOLDING LETTER
EMPLOYER FIN:  _____ ENTER LETTER TYPE (Y11): _____

ACCOUNT OWNER:                           ICRP STATUS:
ACCOUNT NAME:

EMPLOYER NAME:
EMPLOYER ADDRESS:

                   CITY:                    STATE:        ZIP:

CONTACT:
                                         ADDRESS STATUS:
CURRENT AWG STATUS:  ___                 ADDR CHANGE DATE:
CERTIFIED AWG BALANCE:                   START DATE: __ / __ / __
CURRENT EMPLOYER STATUS:  ___            END DATE: __ / __ / __


ENTER AN ACCOUNT NO AND/OR EMPLOYER FIN, PLEASE
PF13-L140  14-L141  15-L142 16-L145
```

	Field Name	Definition
10.	STATE (D)	The two-character code for the state of the account, or "FC" for foreign addresses.
11.	ZIP (D)	The zip code for the account. Five digits, with a four-digit suffix, or spaces if a foreign address.
12.	CONTACT (D)	The name of the person with whom to talk. Up to thirty-five characters.
13.	ADDRESS STATUS (D)	The current status of the address. Valid values are: M = May not be contacted U = Undeliverable V = Verified " " = Unknown
14.	CURRENT AWG STATUS (D)	The current status of the account. Valid values are: AWG = Status given when the record is established. WG1 = Letter process has begun. VPY = All of the debts are in voluntary payment.

Field Name	Definition
	GAR = One or more debts are in employer garnishment. IRS notification is sent at this time.
	SWG = Wage garnishment has been stopped.
	CWG = Wage garnishment has been cancelled.
	NLE = The debtor is no longer employed.
15. ADDR CHANGE DATE (D)	The date on which the address of the employer was changed to a new address. Format: MM/DD/YY
16. CERTIFIED AWG BALANCE (D)	The sum of the debts that have been certified. Up to nine digits. Format: 0,000,000.00
17. START DATE (D)	The date when an account is connected with the employer (blank when account's information is displayed) Format: MM/DD/YY. May not be greater than the current date.
18. CURRENT EMPLOYER STATUS (O)	The three-character field indicates the status (O) when account's employer information is displayed. Valid values are:
	AWG = Status given when the record is established.
	WG1 = Letter process has begun.
	GAR = One or more debts are in employer garnishment. IRS notification is sent at this time.
	SWG = Wage garnishment has been stopped.
	OWF = Failure to honor repayment agreement -- final notice sent to borrower/order for withholding sent to employer.
	OW1 = Final notice sent to borrower/order for withholding sent to employer.
	OWR = Final notice sent to borrower/order for withholding at reduced amount sent to employer.
	OW2 = Second notice sent to employer.
	NLE = The debtor is no longer employed.
	NCE = Non-compliant employer.

```
( L141 )                        ADMINISTRATIVE WAGE GARNISHMENT   RXF    xx/xx/xx
                                EMPLOYEE/EMPLOYER ADD/UPDATE SCREEN       xx/xx/xx

 ACCOUNT NO:  S_____       RESEND ORDER FOR WITHHOLDING LETTER
 EMPLOYER FIN:  _____  ENTER LETTER TYPE (Y11): _____

 ACCOUNT OWNER:                          ICRP STATUS:
 ACCOUNT NAME:

 EMPLOYER NAME:
 EMPLOYER ADDRESS:

                    CITY:                    STATE:        ZIP:

 CONTACT:
                                          ADDRESS STATUS:
 CURRENT AWG STATUS:   ___               ADDR CHANGE DATE:
 CERTIFIED AWG BALANCE:                  START DATE:  __ /  __ /  __
 CURRENT EMPLOYER STATUS:  ___           END DATE:  __ /  __ /  __


 ENTER AN ACCOUNT NO AND/OR EMPLOYER FIN, PLEASE
 PF13-L140  14-L141  15-L142 16-L145
```

<u>Field Name</u>		<u>Definition</u>
	NCL =	Non-compliant employer, low-balance.
	CWG =	Wage garnishment has been canceled
	LPT =	The employer is in late payment status and notice is sent.
	FOR =	Allows ED to force the process to the next level.
19. END DATE (D)		The date when EMP-ACCOUNT status is equal to "NLE" (no longer employed). Blank when account's information is displayed. Format: MM/DD/YY

2.3. OPTION 3: L142 - EMPLOYER INFORMATION/UPDATE SCREEN [PF15]

```
( L142 )                       ADMINISTRATIVE WAGE GARNISHMENT   RXF     MM/DD/YY
                               EMPLOYER INFORMATION/UPDATE SCREEN          HH:MM:SS

 EMPLOYER FIN:  _____            CREATE PSEUDO?  _
 ADDRESS TYPE:  _                        PSEUDO FIN:  _____
 EMPLOYER NAME: _____

 EMPLOYER ADDRESS: _____
                   _____
          CITY: _____        STATE: __   ZIP: _____ - ____

 EMPLOYER PHONE:    ___ - ___ - ____
 EMPLOYER FAX:      ___ - ___ - ____

 CONTACT:   _____

 ADDR STATUS:  _                        ADDR CHANGE DATE:    /    /




 ENTER EMPLOYER FIN, OR IF UNKNOWN, PUT "Y" TO CREATE PSEUDO AND PRESS <ENTER>
 PF13-L140  14-141  15-142  6-CONFIRM
```

The Employer Information/Update Screen is used to add or update or review the employer information.

If this screen has been transferred to or from another screen, data will be transferred automatically from the previous screen.

Security Considerations:

1. Collection agencies may only view/update their own accounts, and cannot update employer name.

2. ED may view/update all accounts.

To review the existing employer's information:

1. Key in the employer's FIN and press **[ENTER]**.

To change the existing employer's information:

1. Key in the employer's FIN and press **[ENTER]**.

2. Change the information and press **[ENTER]**.

    The screen is displayed with the message "WARNING - THIS CHANGE MAY IMPACT MULTIPLE EMPLOYEES - PRESS <PF6> TO UPDATE".

3. Press **[PF6]**.

    The screen is displayed with the message "EMPLOYER UPDATED. PRESS <PF3> TO EXIT OR <PF5> TO REFRESH SCREEN".

To create a new employer's FIN:

1. Key the new employer's FIN and press **[ENTER]**.

    The message "ENTER INFO TO CREATE A NEW EMPLOYER RECORD OR PSEUDO FIN, PLEASE" is displayed.

2. Enter the information.

3. Press **[ENTER]**.

    The screen is displayed with the message "WARNING - THIS CHANGE MAY IMPACT MULTIPLE EMPLOYEES - PRESS <PF6> TO UPDATE".

4. Press **[PF6]**.

    The screen is displayed with the message "EMPLOYER CREATED. PRESS <PF3> TO EXIT OR <PF5> TO REFRESH SCREEN".

To create a new pseudo FIN:

1. Key "Y" in CREATE PSEUDO.

2. Press **[ENTER]**.

    The message "ENTER INFO TO CREATE A NEW EMPLOYER RECORD OR PSEUDO FIN, PLEASE" is displayed.

3. Enter the information.

4. Press **[ENTER]**.

    The screen is displayed with the message "WARNING - THIS CHANGE MAY IMPACT
    MULTIPLE EMPLOYEES - PRESS <PF6> TO UPDATE" .

5. Press **[PF6]**.

    The screen is displayed with the message "EMPLOYER CREATED. PRESS <PF3> TO
    EXIT OR <PF5> TO REFRESH SCREEN".

```
( L142 )                        ADMINISTRATIVE WAGE GARNISHMENT   RXC      01/04/96
                                EMPLOYER INFORMATION/UPDATE SCREEN          12:57:53

 EMPLOYER FIN: (1)                                CREATE PSEUDO? (2)
 ADDRESS TYPE: (3)                                PSEUDO FIN: (4)
 EMPLOYER NAME: (5)


 EMPLOYER ADDRESS: (6)

          CITY: (7)                            STATE: (8)      ZIP: (9)


 EMPLOYER PHONE: (10)
 EMPLOYER FAX: (11)

 CONTACT: (12)

 ADDR STATUS: (13)                             ADDR CHANGE DATE: (14)




 ENTER EMPLOYER FIN, OR IF UNKNOWN, PUT "Y" TO CREATE PSEUDO AND PRESS <ENTER>
 PF13-L140  14-141  15-142  6-CONFIRM
```

FIELD CONTENT - L142 - EMPLOYER INFORMATION/UPDATE SCREEN

(M) indicates a mandatory field, (O) indicates an optional field, (D) indicates a display only field.

	Field Name	Definition
1.	EMPLOYER FIN (M) if CREATE PSEUDO is not = "Y")	The thirteen-character Federal Identification Number of the employer. "P" or "E" followed by twelve digits. P = Pseudo employer number E = Actual FIN of the employer
2.	CREATE PSEUDO? (O)	Indicates whether pseudo fin will be created ("Y") or not ("_").
3.	ADDRESS TYPE (O when employer's information is displayed)	The address type. Valid values are: P = Personnel Office Q = Headquarters of Corp. W = Work " " = Unknown H = Home

	Field Name	Definition
4.	PSEUDO FIN (D)	Pseudo Federal Identification number of the employer; twelve digits with the prefix "P".
5.	EMPLOYER NAME (O when employer's information is displayed)	The alpha name of the employer of the borrower. Up to forty-five characters.
6.	EMPLOYER ADDRESS (O when employer's information is displayed)	The address of the account, spread over two lines. Up to 80 characters.
7.	CITY (O when employer's information is displayed)	The city of the employer, or the country if a foreign address. Up to twenty-one characters.
8.	STATE (O when employer's information is displayed)	The two-character code for the state of the account, or "FC" for foreign addresses.
9.	ZIP (O when employer's information is displayed)	The zip code for the account. Five digits, with a four-digit suffix, or spaces if a foreign address.
10.	EMPLOYER PHONE (O when employer's information is displayed)	The ten-digit daytime telephone number, with area code, of the employer of the individual owning the account. Format: 000-000-0000
11.	EMPLOYER FAX (O when employer's information is displayed)	The ten-digit daytime fax number, with area code, of the employer of the individual owning the account. Format: 000-000-0000
12.	CONTACT(O) (blank when employer's information is displayed)	The name of the person with whom to talk. Up to 35 characters.
13.	ADDR STATUS(O) (blank when employer's information is displayed)	Current status of the address. Valid values are: M = May not be contacted U = Undeliverable V = Verified " " = Unknown
14.	ADDR CHANGE DATE (D) (blank when employer's information is displayed)	Date on which the address of the employer was changed to a new address. Format: MM/DD/YY

2.4. OPTION 4: L143 - DOUBLE KEY INPUT/VERIFICATION SCREEN [TRANID]

```
( L143 )                         ADMINISTRATIVE WAGE GARNISHMENT   RXF      xx/xx/xx
                                 DOUBLE KEY INPUT/VERIFICATION SCREEN        xx:xx:xx


EMPLOYEE ACCOUNT INFORMATION
    ACCOUNT NUMBER:      S_____      ORIGINAL ENTRY:
    PAY TYPE:                             ORIGINAL ENTRY DATE: __/__/__
    PAY SCHEDULE:
    GARNISH AMOUNT:
    EMPLOYMENT END DATE:  __/__/__

EMPLOYER INFORMATION
    FIN KEY:                              NEW FIN KEY:
    ADDRESS TYPE:
    COMPANY NAME:
    ADDRESS ONE:
    ADDRESS TWO:
    CITY:                        STATE:              ZIP:   -
    PHONE: ___-___-____          FAX: ___-___-____
    CONTACT NAME:
    ADDRESS CHANGE DATE: __/__/__

ENTER ACCOUNT NUMBER AND PRESS <ENTER> KEY

PF3 - EXIT    PF5 - REFRESH  PF6 - CONFIRM
```

The Double Key Input/Verification Screen is used for entry of Employee Account Record and employer record information for the AWG System from the Employee Acknowledgement of Wage Withholding (EAWW) Form and Employee Confirmation Report. In addition, six of the input fields (ACCOUNT NUMBER (SSN), PAY TYPE, PAY SCHEDULE, GARNISH AMOUNT, EMPLOYMENT END DATE and NEW FIN KEY) must be entered a second time then verified before the new data is reflected in the AWG System.

To perform initial data entry of the information, a user must have a "U" or "V" security code for the AWG application. To perform the double key verification process, a user must have a "V" security code for the AWG application. For the initial entry process, there is only one field that must be entered: ACCOUNT NUMBER (SSN).

The AWG System determines what process is required for an ACCOUNT NUMBER (SSN). If the initial entry process has not been completed, the user will be prompted to proceed with initial entry; however, if initial entry is completed, the user will be prompted to proceed with the verification process.

NOTE: The verification process requires a "V" security code for the AWG application.

The following describes the initial data entry process.

1. Access the L143 Double Key transaction.

    If there is a security violation, the Double Key Input/Verification Screen will be displayed with the message "YOU ARE NOT AUTHORIZED TO UPDATE THE AWG DOUBLE KEY INFORMATION".

    If properly secured, the Double Key Input/Verification Screen will be displayed with   the message "ENTER ACCOUNT NUMBER AND PRESS <ENTER> KEY".

2. Enter the account number from either the EAWW Form or Employee Confirmation   Report.

3. Press **[ENTER]**.

    If the account number entered is valid, the Double Key Input/Verification Screen will be displayed with the message "ENTER NEW DOUBLE KEY DATA AND PRESS <ENTER> KEY".

    If the account number entered is **not** found in the Guaranteed Student Loan (GSL) data base, the Double Key Input/Verification Screen will be displayed with the message "REQUESTED ACCOUNT NOT FOUND ON DATABASE".

    If the account number entered **is** found in the GSL data base, but is not flagged as an AWG account, the Double Key Input/Verification Screen will be displayed with the message "REQUESTED ACCOUNT NOT FLAGGED AS AWG".

    If the account number entered is found in the GSL data base and is flagged as AWG, but the corresponding AWGACCT-REC is not found, the Double Key Input/ Verification Screen will be displayed with the message "REQUESTED ACCOUNT HAS NO CORRESPONDING AWGACCT-REC".

4. Enter all input data from either the EAWW Form or Employee Confirmation Report.

5. Press **[ENTER]**.

6. The following describes the requirements for each field available for initial data entry where there are edits performed.

    NOTE: ACCOUNT NUMBER and is the only field required to be entered; all other fields may remain blank.

a. PAY TYPE - Enter a value of "F",”V”, or “ ”. If invalid data is entered, the Double Key Input/Verification Screen is displayed with the message “PAY TYPE MUST BE F OR V OR BLANK”.

b. PAY SCHEDULE - Enter a value of “W”, “B”, “M”, “Q”, “S”, or “ ”. If invalid data is entered, the Double Key Input/Verification Screen is displayed with the message “PAY SCHEDULE MUST BE W, B, M, Q, S, OR BLANK”.

c. GARNISH AMOUNT - Enter the amount including dollars and cents; the decimal point already appears on the screen. If non-numeric data is entered, the Double Key Input/Verification Screen is displayed with the message “GARNISH AMOUNT IS NOT NUMERIC”. If an extra decimal point is entered, the Double Key Input/Verification Screen is displayed with the message “TOO MANY DECIMAL POSITIONS IN AMOUNT”. Format 000,000.00.

d. EMPLOYMENT END DATE - Enter the six-digit date in MM/DD/YY format. If invalid data is entered, the Double Key Input/Verification Screen is displayed with the message “EMPLOYMENT END DATE IS INVALID”.

   EMPLOYMENT END DATE cannot be less than the EMPLOYMENT START DATE. If this situation is encountered, the Double Key Input/ Verification Screen is displayed with the message “EMPLOYMENT END DATE CANNOT BE **LESS THAN EMPLOYMENT** START DATE”.

   EMPLOYMENT END DATE cannot be greater than TODAY”S DATE. If this situation is encountered, the Double Key Input/Verification Screen is displayed with the message “EMPLOYMENT END DATE MAY NOT BE GREATER THAN TODAY”S DATE”.

e. **NEW** FIN KEY - Enter the thirteen-character **NEW** FIN key. The **NEW** FIN key must begin with a prefix of “E” **or “P”** and must contain twelve digits. If any other combination of prefixes and/or digits is entered, the Double Key Input/Verification Screen is displayed with the message “INVALID FIN NUMBER, PREFIX MUST BE ‘E’ **OR ‘P’** WITH 12 DIGITS”.

f. ADDRESS TYPE - Enter a value of “W”, “H”, “ ”, “P” or “Q”. If invalid data is entered, the Double Key Input/Verification Screen is displayed with the message “ADDRESS TYPE MUST BE W, H, Q, ‘P’, OR BLANK”.

g. STATE - If the state is entered, it must be valid. If an invalid state is entered, the Double Key Input/Verification Screen is displayed with the message “STATE ABBREVIATION/ZIPCODE COMBINATION IS INVALID”.

h. ZIP - If a state is entered, then ZIP(5) must be entered. When a state is entered and ZIP(5) is missing, the Double Key Input/Verification Screen is displayed with the message "COMPANY ZIP 5 MUST BE PRESENT WHEN STATE CODE IS SPECIFIED".

If ZIP(4) field is entered, then the ZIP(5) must be entered. When ZIP(4) is entered and ZIP(5) is missing, the Double Key Input/Verification Screen is displayed with the message "COMPANY ZIP 5 MUST BE PRESENT WHEN ZIP 4 IS SPECIFIED".

When a state and zip code are entered, the system checks to see if they are valid for each other. If a valid state is encountered with an invalid zip code for that state, the Double Key Input/Verification Screen is displayed with the message "STATE ABBREVIATION/ZIPCODE COMBINATION IS INVALID". If an invalid state is entered with a valid zip code, the Double Key Input/Verification Screen is displayed with the message "ZIPCODE/STATE ABBREVIATION COMBINATION IS INVALID".

i. PHONE - All three components of the PHONE field (area code, exchange and number) must be numeric, if entered. If invalid data is entered in any component of the PHONE field, the Double Key Input/Verification Screen is displayed with the message "COMPANY PHONE NUMBER IS INVALID". If any component of PHONE is entered, then all components of PHONE must be entered. If one or two components of PHONE are missing, the Double Key Input/Verification Screen is displayed with the message "COMPANY PHONE NUMBER IS INVALID".

j. FAX - All three components of the FAX field (area code, exchange and number) must be numeric, if entered. If invalid data is entered in any component of the FAX field, the Double Key Input/Verification Screen is displayed with the message "COMPANY FAX NUMBER IS INVALID". If any component of the FAX field is entered, then all components of the FAX field must be entered. If one or two components of the FAX field are missing, the Double Key Input/Verification Screen is displayed with the message "COMPANY FAX NUMBER IS INVALID".

7. If there are errors, correct the input data and press **[ENTER]** until edits are completed.

8. After the input data passes all edit requirements, the Double Key Input/Verification Screen is displayed with message "PRESS PF6 TO CONFIRM ADDITION OF DOUBLE KEY RECORD".

9. Press **[PF6]**.

10. When **[PF6]** is pressed, the AWGDBL-KEY-REC is populated with the data from the Double Key Input/Verification Screen and stored in the data base. The Double Key Input/Verification Screen is then displayed with the message "AWGDBL-KEY-REC HAS BEEN SUCCESSFULLY ADDED".

The following describes the Double Key Verification Process.

1. Access the L143 Double Key transaction.

    If the user has no AWG authority, the Double Key Input/Verification Screen will be displayed with the message "YOU ARE NOT AUTHORIZED TO UPDATE THE   AWG DOUBLE KEY INFORMATION". If the user does not have verification authority, the Double Key Input/Verification Screen is displayed with the message "YOU ARE NOT AUTHORIZED TO VERIFY AWG DOUBLE KEY INFORMATION".

    If the same user tries to verify their own double key enter, the Double Key Input/Verification Screen is displayed with the message "YOU MAY NOT VERIFY YOUR OWN DOUBLE KEY ENTRY RECORD".

    If properly secured, the Double Key Input/Verification Screen is displayed with the message "ENTER ACCOUNT NUMBER AND PRESS <ENTER> KEY".

2. Enter the account number from either the EAWW Form or Employee Confirmation   Report.

3. Press **[ENTER]**.

    If the SSN entered is valid, the Double Key Input/Verification Screen is displayed with the message "ENTER NEW DOUBLE KEY DATA AND PRESS <ENTER> KEY".

    If the account number entered is **not** found in the GSL data base, the Double Key Input/Verification Screen is displayed with the message "REQUESTED ACCOUNT NOT FOUND ON DATABASE".

    If the account number entered **is** found in the GSL data base, but is not flagged as an AWG account, the Double Key Input/Verification Screen is displayed with the message "REQUESTED ACCOUNT NOT FLAGGED AS AWG".

    If the account number entered is found in the GSL data base and is flagged as AWG, but the corresponding AWGACCT-REC is not found, the Double Key Input/ Verification Screen is displayed with the message "REQUESTED ACCOUNT HAS NO CORRESPONDING AWGACCT-REC".

4. Enter the PAY TYPE, PAY SCHEDULE, GARNISH AMOUNT, EMPLOYMENT   END
    DATE and NEW FIN KEY if present on the EAWW Form or Employee Confirmation
    Report.

5. Press **[ENTER]**.

6. The following describes the requirements for each field available for verification.
    NOTE: ACCOUNT NUMBER and FIN KEY are the only fields required to be entered; all
    other fields may remain blank.

    a. PAY TYPE - Enter a value of "F", "V", or " ". If the value entered does not match
        exactly what was initially entered in this field, the Double Key Input/ Verification Screen
        is displayed with the message "SCREEN PAY TYPE NOT EQUAL AWGDBL PAY
        TYPE, USE PF4 TO DELETE DOUBLE KEY REC".

    b. PAY SCHEDULE - Enter a value of "W", "B", "M", "Q", "S", or " ". If the value
        entered does not match exactly what was initially entered in this field, the Double Key
        Input/Verification Screen is displayed with the message "SCREEN PAY SCHEDULE
        NOT EQUAL AWGDBL PAY SCHEDULE, PF4 TO DELETE DBL KEY REC".

    c. GARNISH AMOUNT - Enter a numeric amount including dollars and cents. If the data
        entered does not match exactly what was initially entered in this field, the Double Key
        Input/Verification Screen is displayed with the message "SCREEN GARNISH
        AMOUNT NOT EQUAL AWGDBL GARNISH AMT, PF4 TO DELETE DBL KEY
        REC". Format 000,000.00

    d. EMPLOYMENT END DATE - Enter the six-digit date in MM/DD/YY format. If the
        data entered does not match exactly what was initially entered in this field, the Double
        Key Input/Verification Screen is displayed with the message "SCREEN EMP END
        DATE NOT EQUAL AWGDBL EMP END DATE, PF4 TO DELETE DBL KEY REC".

    e. **NEW** FIN KEY - Enter the thirteen-character **NEW** FIN key. If the data entered does
        not match exactly what was initially entered in this field, the Double Key
        Input/Verification Screen is displayed with the message "SCREEN FIN KEY NOT
        EQUAL AWGDBL FIN KEY, PF4 TO DELETE DBL KEY REC".

7. If there are errors, correct the input data and press **[ENTER]** until edits are completed. If the
    user cannot resolve the error condition, the **[PF4]** key can be used to delete the existing
    AWGDBL-KEY record and have the double key process begin again with initial data entry.
    If a delete is required, press **[PF4]**. The Double Key Input/Verification Screen is displayed
    with the message "PRESS PF4 AGAIN TO CONFIRM DELETE REQUEST OR PRESS
    <ENTER> TO RETURN".

If the AWGDBL-KEY record is not found during the delete process, the Double Key Input/Verification Screen is displayed with the message "DOUBLE KEY INFORMATION DOES NOT EXIST FOR THIS DELETE REQUEST". If the AWGDBL-KEY record is found during the delete process, it is deleted from the data base and the Double Key Input/Verification Screen is displayed with the message "DOUBLE KEY INFORMATION HAS BEEN DELETED".

8. After the input data passes all edit requirements, the Double Key Input/Verification Screen is displayed with the message "PRESS PF6 TO CONFIRM UPDATE OF DOUBLE KEY FIELDS".

9. Press **[PF6]**.

10. When **[PF6]** is pressed, the data retained in the AWGDBL-KEY record is moved to the corresponding data fields on the EMPACCT-REC and the EMPLOYER-REC. The Double Key Input/Verification Screen is then displayed with the message "DOUBLE KEY INFORMATION HAS BEEN APPLIED".

```
( L143 )                          ADMINISTRATIVE WAGE GARNISHMENT   RXF      xx/xx/xx
                                  DOUBLE KEY INPUT/VERIFICATION SCREEN          xx:xx:xx

EMPLOYEE ACCOUNT INFORMATION
   ACCOUNT NUMBER: (1)    S_____        ORIGINAL ENTRY: (2)
   PAY TYPE: (3)                            ORIGINAL ENTRY DATE: __/__/__ (4)
   PAY SCHEDULE: (5)
   GARNISH AMOUNT:   (6)
   EMPLOYMENT END DATE:  __/__/__ (7)

EMPLOYER INFORMATION
   FIN KEY: (8)                             NEW FIN KEY:
   ADDRESS TYPE: (10)
   COMPANY NAME: (11)
   ADDRESS ONE:  (12)
   ADDRESS TWO:  (13)
   CITY: (14)                     STATE: (15)         ZIP:(16) - (17)
   PHONE: ___-___-____ (18)       FAX: ___-___-____ (19(
   CONTACT NAME: (20)
   ADDRESS CHANGE DATE: __/__/__(21)


ENTER ACCOUNT NUMBER AND PRESS <ENTER> KEY

PF3 - EXIT    PF5 - REFRESH  PF6 - CONFIRM
```

FIELD CONTENT - L143 - DOUBLE KEY INPUT/VERIFICATION SCREEN

(M) indicates mandatory field, (O) indicates optional field, (D) indicates a display only field.

	Field Name	Definition
1.	ACCOUNT NUMBER (M)	The ten-character account ID. An "S" followed by nine digits. S = Social Security number
2.	ORIGINAL ENTRY (D)	The six-character ID of the user that initially entered the double key data.
3.	PAY TYPE (O)	The one-character garnish payment type. Valid values are: F = Fixed V = Variable

```
( L143 )                      ADMINISTRATIVE WAGE GARNISHMENT   RXF      xx/xx/xx
                              DOUBLE KEY INPUT/VERIFICATION SCREEN        xx:xx:xx

EMPLOYEE ACCOUNT INFORMATION
   ACCOUNT NUMBER: (1)   S_____        ORIGINAL ENTRY: (2)
   PAY TYPE: (3)                           ORIGINAL ENTRY DATE: __/__/__ (4)
   PAY SCHEDULE: (5)
   GARNISH AMOUNT:   (6)
   EMPLOYMENT END DATE: __/__/__ (7)

EMPLOYER INFORMATION
   FIN KEY: (8)                            NEW FIN KEY:
   ADDRESS TYPE: (10)
   COMPANY NAME: (11)
   ADDRESS ONE:  (12)
   ADDRESS TWO:  (13)
   CITY: (14)                     STATE: (15)          ZIP:(16) - (17)
   PHONE: ___-___-____ (18)       FAX: ___-___-____ (19(
   CONTACT NAME: (20)
   ADDRESS CHANGE DATE: __/__/__(21)


ENTER ACCOUNT NUMBER AND PRESS <ENTER> KEY

PF3 - EXIT    PF5 - REFRESH  PF6 - CONFIRM
```

	Field Name	Definition
4.	ORIGINAL ENTRY DATE (D)	The date the double key data was initially entered. Format: MM/DD/YY
5.	PAY SCHEDULE (O)	The schedule by which an employee receives pay from their employer. Valid values are: W = Weekly B = Bi-weekly M = Monthly Q = Quarterly S = Semi-monthly " " = Unknown
6.	GARNISH AMOUNT (O)	The amount to be garnished each schedule period. Format: 00,000,000,000.00
7.	EMPLOYMENT	The date employee stopped working for employer. Format: MM/DD/YY

	Field Name	Definition
8.	FIN KEY **(D)**	The thirteen-character Federal Identification number of the employer. "E" followed by twelve digits. E = Actual FIN of the employer
9.	NEW FIN KEY **(O)**	The **NEW** FIN number assigned to the employer.
10.	ADDRESS TYPE (O)	The one-character code to indicate where AWG correspondence should be mailed. Valid values are: W = Work Place H = Home Q = Headquarters of Corp. P = Personnel " " = Unknown
11.	COMPANY NAME (O)	Employer's name. Up to forty-five characters.
12.	ADDRESS ONE (O)	Employer's first line of address. Up to forty characters.
13.	ADDRESS TWO (O)	Employer's second line of address. Up to forty characters.
14.	CITY (O)	Employer's city. Up to twenty-nine characters.
15.	STATE (O)	Employer's two-character state code.
16.	ZIP (O)	First five digits of employer's zip code. First five digits are required if state code is entered or last four digits of zip code are entered.
17.	ZIP (O)	Last four digits of employer's zip code.
18.	PHONE (O)	Employer's ten-digit phone number. Format: 000-000-0000
19.	FAX (O)	Employer's ten-digit fax number. Format: 000-000-0000
20.	CONTACT NAME (O)	Name of person at employer to contact for information. Up to 58 characters.
21.	ADDRESS CHANGE DATE (D)	Date the employer's address last changed. This date will be populated when information is entered in AWG for address one, address, two, city, state, or zip code. Format: MM/DD/YY

2.5. OPTION 5: L145 - EMPLOYER NAME AND SEARCH SCREEN [PF16]

```
( L145 )      ADMINISTRATIVE WAGE GARNISHMENT      RXF        99/99/9999
              EMPLOYER NAME AND SEARCH SCREEN                 99:99:99

EMPLOYER NAME: _____        ZIP: _____

CURR FIN NO.        ZIP     SELECT              COMPANY         PHONE  NO:
P00-0000000-000  xxxxx-xxxx                                  (000) 000-0000
P00-0000000-000  xxxxx-xxxx    _      _____ (000) 000-0000
P00-0000000-000  xxxxx-xxxx    _      _____ (000) 000-0000
P00-0000000-000  xxxxx-xxxx    _      _____ (000) 000-0000
P00-0000000-000  xxxxx-xxxx    _      _____ (000) 000-0000
P00-0000000-000  xxxxx-xxxx    _      _____ (000) 000-0000
P00-0000000-000  xxxxx-xxxx    _      _____ (000) 000-0000
P00-0000000-000  xxxxx-xxxx    _      _____ (000) 000-0000
P00-0000000-000  xxxxx-xxxx    _      _____ (000) 000-0000
P00-0000000-000  xxxxx-xxxx    _      _____ (000) 000-0000
P00-0000000-000  xxxxx-xxxx    _      _____ (000) 000-0000
P00-0000000-000  xxxxx-xxxx    _      _____ (000) 000-0000

ENTER EITHER EMPLOYER NAME OR ZIP (FULL OR PARTIAL)
PF13-L140    PF14-L141      PF15-L142   PF16-L145            PAGE 01
```

The Employer Name and Search Screen is used to look up employer information using name only (full or partial), zip code only (full or partial), or a combination of both name and zip (full or partial). After a search is completed and displayed on the screen, an entry may be selected on the screen and then transferred to the L142 Screen to change the FIN.

To view the existing employer's information:

1. Key in the employer's name (full or partial), zip code (full or partial), and press [**ENTER**].

To transfer to the L142 Screen with the employer's information:

1. Key in the employer's name (full or partial), zip code (full or partial), and press [**ENTER**].

2. Key an "X" in the SELECT field next to the entry that is to be changed and press **[PF15]** or **[ENTER]**.

```
( L145 )      ADMINISTRATIVE WAGE GARNISHMENT      RXF         99/99/9999
              EMPLOYER NAME AND SEARCH SCREEN                   99:99:99

EMPLOYER NAME: _____   (1)          ZIP: _____ (2)

CURR FIN NO. (3)  ZIP (4)     SELECT (5)     COMPANY NAME  (6)          PHONE  NO: (7)
P00-0000000-000   xxxxx-xxxx      _          _____  (000) 000-0000
P00-0000000-000   xxxxx-xxxx      _          _____  (000) 000-0000
P00-0000000-000   xxxxx-xxxx      _          _____  (000) 000-0000
P00-0000000-000   xxxxx-xxxx      _          _____  (000) 000-0000
P00-0000000-000   xxxxx-xxxx      _          _____  (000) 000-0000
P00-0000000-000   xxxxx-xxxx      _          _____  (000) 000-0000
P00-0000000-000   xxxxx-xxxx      _          _____  (000) 000-0000
P00-0000000-000   xxxxx-xxxx      _          _____  (000) 000-0000
P00-0000000-000   xxxxx-xxxx      _          _____  (000) 000-0000
P00-0000000-000   xxxxx-xxxx      _          _____  (000) 000-0000
P00-0000000-000   xxxxx-xxxx      _          _____  (000) 000-0000
P00-0000000-000   xxxxx-xxxx      _          _____  (000) 000-0000
P00-0000000-000   xxxxx-xxxx      _          _____  (000) 000-0000

ENTER EITHER EMPLOYER NAME OR ZIP (FULL OR PARTIAL)
PF13-L140     PF14-L141      PF15-L142      PF16-L145              PAGE 01
```

FIELD CONTENT - L145 - EMPLOYER NAME AND SEARCH SCREEN

(M) indicates a mandatory field, (O) indicates an optional field, (D) indicates a display only field.

	Field Name	Definition
1.	EMPLOYER NAME (M) if ZIP is not entered (O) if there is a full or partial ZIP	The forty-five-character alphanumeric name of the company to be searched. This may be a full or partial name.
2.	ZIP (M) if EMPLOYER NAME is not entered (O) if there is a full or partial EMPLOYER NAME	The nine-character zip code of the employer to be searched. This field is used to narrow down the search to specific zip codes. This may be a full or partial zip.

AWG OPTIONS

```
( L145 )     ADMINISTRATIVE WAGE GARNISHMENT     RXF      99/99/9999
             EMPLOYER NAME AND SEARCH SCREEN               99:99:99

EMPLOYER NAME: _____  (1)      ZIP: _____ (2)

CURR FIN NO. (3)   ZIP (4)     SELECT (5)     COMPANY NAME   (6)          PHONE   NO: (7)
P00-0000000-000   xxxxx-xxxx      _           _____ (000) 000-0000
P00-0000000-000   xxxxx-xxxx      _           _____ (000) 000-0000
P00-0000000-000   xxxxx-xxxx      _           _____ (000) 000-0000
P00-0000000-000   xxxxx-xxxx      _           _____ (000) 000-0000
P00-0000000-000   xxxxx-xxxx      _           _____ (000) 000-0000
P00-0000000-000   xxxxx-xxxx      _           _____ (000) 000-0000
P00-0000000-000   xxxxx-xxxx      _           _____ (000) 000-0000
P00-0000000-000   xxxxx-xxxx      _           _____ (000) 000-0000
P00-0000000-000   xxxxx-xxxx      _           _____ (000) 000-0000
P00-0000000-000   xxxxx-xxxx      _           _____ (000) 000-0000
P00-0000000-000   xxxxx-xxxx      _           _____ (000) 000-0000
P00-0000000-000   xxxxx-xxxx      _           _____ (000) 000-0000

ENTER EITHER EMPLOYER NAME OR ZIP (FULL OR PARTIAL)
PF13-L140     PF14-L141     PF15-L142     PF16-L145              PAGE 01
```

	Field Name	Definition
3.	CURR FIN NO. (D)	The current FIN number assigned to the employer.
4.	ZIP (D)	The current zip code of the employer.
5.	SELECT (O)	Field used to select an employer to transfer to the L142 Screen for FIN modification.
6.	COMPANY NAME (D)	The full employer name displayed by the search.
7.	PHONE NO (D)	The current telephone number with area code of the employer.

```
( L146 )                ADMINISTRATIVE WAGE GARNISHMENT   XXX         MM/DD/YY
                        ORDER FOR WITHHOLDING VALIDATION MENU          HH:MM:SS

S                       CURR  GRP             NUMBER                   IN
L       DATE            STAT  #               REMAINING                USE

-       --------        ----  ---             ---------                ---
_       MM/DD/YY        XXX   999             99                       X
_       MM/DD/YY        XXX   999             99                       X
_       MM/DD/YY        XXX   999             99                       X
_       MM/DD/YY        XXX   999             99                       X
_       MM/DD/YY        XXX   999             99                       X
_       MM/DD/YY        XXX   999             99                       X
_       MM/DD/YY        XXX   999             99                       X
_       MM/DD/YY        XXX   999             99                       X
_       MM/DD/YY        XXX   999             99                       X
_       MM/DD/YY        XXX   999             99                       X




ENTER S TO SELECT
PF3 - EXIT  PF5 - REFRESH  PF7 - BACK  PF8 - FORWARD          PAGE  01
```

2.6. OPTION 6: L146 - ORDER FOR WITHHOLDING VALIDATION MENU

The Order for Withholding Validation Menu is used to display and select a validation group of orders for withholding, in order to validate or exclude individual orders (on another screen).

Security Considerations:

1. This screen is only available to authorized ED users.

2. Authorized users may transfer to this screen from other screens.

To initiate this screen, enter "L146" in the TRANID field of any other screen. It will automatically bring up all validation groups with accounts to be validated. The screen will show 15 validation groups per screen, with the oldest shown first. They are separated by status and into groups of no more than 50 accounts.

To select a group, enter an "S" (or other non-blank character) over one of the underscores on the left of each group. After a group is selected, the screen will transfer control to the L147 Screen for processing the group.

```
( L146 )               ADMINISTRATIVE WAGE GARNISHMENT   XXX         MM/DD/YY
                       ORDER FOR WITHHOLDING VALIDATION MENU         HH:MM:SS

S                          CURR   GRP     NUMBER        IN
L       DATE               STAT   #       REMAINING     USE

-       ----------         ----   ---     ---------     ---
(1)     (2)                (3)    (4)     (5)           (6)
_
_
_
_
_
_
_
_
_
_
_
_
_
_
_

ENTER S TO SELECT
PF3 - EXIT  PF5 - REFRESH  PF7 - BACK  PF8 - FORWARD          PAGE  01
```

FIEL
D CONTENT - L146 - ORDER FOR WITHHOLDING VALIDATION MENU

(M) indicates a mandatory field, (O) indicates an optional field, (D) indicates a display only field.

	Field Name	Definition
1.	SELECTION INDICATOR (O)	Any non-blank character, to select a validation group.
2.	DATE (D)	The date the validation group was created.
3.	CURRENT STATUS (D)	The current AWG status code of all records in the validation group.
4.	GROUP NUMBER (D)	A sequential number to distinguish between groups of 50 records with a common creation date and current status.

	Field Name	Definition
5.	NUMBER REMAINING (D)	The total number of accounts in the group minus the number which have been validated.
6.	IN USE (D)	An indicator showing whether the group is being processed by another user. A "Y" indicates that the group is in use, and may not currently be selected.

2.7. OPTION 7: L147 - ORDER FOR WITHHOLDING VALIDATION SCREEN

```
( L147  )              ADMINISTRATIVE WAGE GARNISHMENT              MM/DD/YY
                     ORDER FOR WITHHOLDING VALIDATION SCREEN        HH:MM:SS
                      FOR: MM/DD/YY    STATUS: XXX     GROUP NO: 999

 E                                    BORROWER            BAL   EXPT   LAST       T12
 X   SSN        EMPLOYER NAME         NAME      LOC      AMT   AMT   PAYMENT     SENT
 -   ---------  ----------------------  ---------  ---   ------  ----  --------
     999999999  XXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXX  999   999999  9999   MM/DD/YY  MM/DD/YY
 -   999999999  XXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXX  999   999999  9999   MM/DD/YY  MM/DD/YY
 -   999999999  XXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXX  999   999999  9999   MM/DD/YY  MM/DD/YY
 -   999999999  XXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXX  999   999999  9999   MM/DD/YY  MM/DD/YY
 -   999999999  XXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXX  999   999999  9999   MM/DD/YY  MM/DD/YY
 -   999999999  XXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXX  999   999999  9999   MM/DD/YY  MM/DD/YY
 -   999999999  XXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXX  999   999999  9999   MM/DD/YY  MM/DD/YY
 -   999999999  XXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXX  999   999999  9999   MM/DD/YY  MM/DD/YY
 -   999999999  XXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXX  999   999999  9999   MM/DD/YY  MM/DD/YY
 -   999999999  XXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXX  999   999999  9999   MM/DD/YY  MM/DD/YY
 -   999999999  XXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXX  999   999999  9999   MM/DD/YY  MM/DD/YY
 -   999999999  XXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXX  999   999999  9999   MM/DD/YY  MM/DD/YY
 -   999999999  XXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXX  999   999999  9999   MM/DD/YY  MM/DD/YY
 -   999999999  XXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXX  999   999999  9999   MM/DD/YY  MM/DD/YY




   ENTER X TO EXCLUDE   PRESS ENTER TO VALIDATE THIS SCREEN
   PF3-EXIT PF5-REFRESH PF6-CONFIRM  PF7-BACK  PF8-FORWARD          PAGE 01
```

The Order For Withholding Validation Screen is used to approve or exclude orders for wage garnishment before they are sent to employers.

The screen will display up to 14 lines containing information pertaining to the accounts for which garnishment orders are to be sent. There may be up to 50 accounts in the validation group. The user may page forward or backward through the accounts in the group.

To approve all records displayed on the screen, the user should press **[ENTER]**, then press **[PF6]**.

To exclude any records from validation, the user should enter an "X" (or other non-blank charater) over the underscore at the left of the data line. Multiple "X"s may be entered. The "X" may also be removed by spacing over the character. When selections are complete, the user should press **[ENTER]**, then **[PF6]**. The validated orders will be removed from view. The remaining unapproved orders in the group and the excluded orders will be displayed. The user may continue the process until all orders in the group are either approved or excluded.

To return to the L146 Menu screen, press **[PF3]**.

NOTE: When a record is excluded and the order should not be sent, the account should be

```
( L147  )             ADMINISTRATIVE WAGE GARNISHMENT              MM/DD/YY
                   ORDER FOR WITHHOLDING VALIDATION SCREEN         HH:MM:SS
                    FOR: (1)   STATUS: (2)   GROUP NO: (3)

E                                  BORROWER        BAL    EXPT    LAST      T12
X    SSN        EMPLOYER NAME        NAME    LOC    AMT    AMT    PAYMENT    SENT
-  ---------  ----------------------  ---------  ---  -----  ----  ------  ----
(4) (5)             (6)              (7)   (8)   (9)  (10)   (11)   (12)






     ENTER X TO EXCLUDE   PRESS ENTER TO VALIDATE THIS SCREEN
     PF3-EXIT PF5-REFRESH PF6-CONFIRM  PF7-BACK  PF8-FORWARD        PAGE 01
```

removed from validation by changing the status(es) on the L140 Screen.

FIELD CONTENT - L147 - ORDER FOR WITHHOLDING VALIDATION SCREEN

(M) indicates a mandatory field, (O) indicates an optional field, (D) indicates a display only field.

	Field Name	Definition
1.	FOR (D)	The date of creation of the group.
2.	STATUS (D)	The AWG status of all records in the group.
3.	GROUP NO: (D)	The sequential group number.
4.	EXCLUDE (O)	An "X" will specify that the account should be excluded from validation.
5.	SSN (D)	The Social Security Number of the account being validated.

	Field Name	Definition
6.	EMPLOYER NAME (D)	The first 19 characters of the name of the borrower's employer.
7.	BORROWER NAME (D)	The first 9 characters of the borrower's last name.
8.	LOC (D)	The last 3 digits of the account location code.
9.	BAL AMT (D)	The borrower's account balance rounded to whole dollars, with interest accrued to the current date.
10.	EXPT AMT (D)	The amount that the employer is expected to collect from the borrower's wages or that the borrower agreed to pay.
11.	LAST PAYMENT (D)	The posting date of the last voluntary payment made by the borrower or the last employer payment.
12.	T12 SENT (D)	The date on which the T12 letter "Notice of Proposed Wage Garnishment" was mailed to the borrower.

APPENDIX A: SYSTEM MESSAGES

L140 - Employee Add/Update Screen

Message	Definition
<ACCT-NO IS EMPTY. PLEASE, ENTER ACCT-NO>	Displayed when **[ENTER]** is pressed and no account was entered in the account number field.
<ACCT-NO IS NOT NUMERIC. PLEASE, RE-ENTER ACCT-NO>	Indicates that the 2-9 position of the account number is not numeric.
<ACCT-NO WAS CHANGED ON UPDATE CONFIRM PROCESS>	Indicates that the account number was changed just prior to the confirm process **[PF6]**. Not allowed.
<ADDR-REC DOES NOT EXIST FOR ENTERED ACCOUNT>	Displayed when no address record exists for an account.
<AWG ACCOUNT/DEBT INFO UPDATE COMPLETED SUCCESSFULLY>	Indicates successful update of AWG account information.
<AWG ACCOUNT DOES NOT EXIST; NO ACCOUNT DEBTS; CANNOT CREATE>	Indicates that there is no account for this ID on the GSL data base or debt records. Cannot create an AWG account.
<AWG ACCOUNT DOES NOT EXIST; TO CREATE IT, PRESS PF6>	Displayed when an account is valid, but is not in the AWG System. If it is to be added to AWG, the **[PF6]** key is pressed to confirm the add.
<CANNOT CHANGE STATUS TO "NLE"; MUST GO TO SCREEN (L141)>	Indicates that the debt status entered was changed to an incorrect status. Message indicates that this status can only be changed on L141 Screen.
<CHANGE EXPECTED AMOUNT OR PRESS ENTER FOR PROCESSING>	Allows for a change of expected amount when debt status is changed to GAR or HR3.
<CURRENT AWG STATUS CAN ONLY BE: AWG, VPY, GAR, SWG>	Indicates the valid status codes for debts when the ACCT-STATUS equals "AWG".
<DATA MUST BE MODIFIED BEFORE PRESSING ENTER KEY>	Indicates that an account was displayed on the screen, but the **[ENTER]** key was pressed and nothing was changed on the screen.
<DEBT STATUS WILL CHANGE TO WG1 - PRESS PF6 TO CONFIRM UPDATE PROCESSING...>	Displayed when the T12 letter has been sent to an account with a debt status of OW1, OW2, OWR, OWF.
<DEBT-REC DOES NOT EXIST FOR ENTERED ACCOUNT>	Displayed when an account does not have any debt records.
<DOES NOT ALLOW CHANGE TO ACCT-NO ON SCROLL PROCESS>	Indicates that a change was made to the ACCT-NO ID when trying to scroll; **[PF7]** or **[PF8]** was entered.
<DOES NOT ALLOW CHANGE TO EMPLOYER-FIN ON SCROLL>	Indicates that a change was made to the EMPLOYER-FIN when trying to scroll; **[PF7]** or **[PF8]** was entered.
<DOES NOT ALLOW CHANGE TO EMPLOYER-FIN ON UPDATE>	Indicates that the EMPLOYER-FIN was changed just prior to the confirm process **[PF6]**. Not allowed.

L140 - Employee Add/Update Screen

Message	Definition
<EMPLOYEE BELONGS TO DOJ; CANNOT MOVE TO AWG>	Indicates that the account requested for add to AWG is at the Department of Justice and cannot be added to AWG.
<EMPLOYEE BELONGS TO FDP; CANNOT MOVE TO AWG>	Indicates that the account requested for add to AWG is in the Federal Defaulters Program and cannot be added to AWG.
<EMPLOYEE DOES NOT BELONG TO EMPLOYER; GO TO L141 TO ADD>	This message is displayed on the initial add of an account to the AWG system and it must be connected to an employer.
<EMPLOYEE IS NOT ASSIGNED TO AN EMPLOYER; GO TO L141 TO ADD>	This message is displayed when an account has not been assigned to an employer.
<EMPLOYER-FIN IS INVALID. RE-ENTER FIN>	Indicates that the employer FIN is all numerics. First position must be an "E" or "P".
<ENTER AN ACCOUNT NO>	This message is displayed on initial screen as instructional message.
<ENTERED ACCOUNT DOES NOT EXIST IN DATABASE>	The account record has not been found on the data base.
<EXPECTED AMOUNT IS INVALID; MUST BE 999,999,999.99>	Indicates that the expected amount entered is invalid (i.e., not a valid numeric). It must be entered in the format specified.
<EXPECTED AMOUNT MUST BE ENTERED>	This message is displayed if an "HSF" debt status was changed and the expected amount field is zero.
<EXPECTED AMOUNT MUST BE POSITIVE>	Expected amount was entered as a negative number.
<HAS REACHED BEGINNING OF THE DEBTS FILE>	This message is displayed when the **[PF7]** key is pressed and page 1 is already displayed.
<INVALID ACCOUNT - FIRST LETTER MUST BE "S" OR "E">	Indicates that the first character of the account entered is invalid.
<INVALID PAGE COUNT ENTERED. RE-ENTER PAGE COUNT, PLEASE>	Indicates that the page count entered is less than 0 or greater than 99. Enter a value for 1-99.
<MUST ENTER ACCOUNT AND PRESS ENTER BEFORE SCROLLING>	Indicates that you have entered **[PF7]**, scroll backwards, or **[PF8]**, scroll forward, and no account ID has been entered.
<NO MORE DEBTS TO DISPLAY>	Is displayed when the **[PF8]** key is pressed and there are no more debts to display.
<PAY SCHED CAN ONLY BE "W" OR "B" OR "M" OR "Q" OR "S">	Indicates that an invalid pay schedule code was entered.
<PAY TYPE CAN ONLY BE "F' OR 'V' OR BLANK>	Indicates that an invalid pay type was entered.
<PRESS [PF6] TO CONFIRM UPDATE PROCESSING....>	This message is displayed when modifications have been made to updatable fields on screen.

L140 - Employee Add/Update Screen

Message	Definition
<... STATUS CODE CAN ONLY BE CHANGED TO: <AWG> ON SCREEN L141>	Indicates that the debt status of <SWG> can only be changed to <AWG> on Screen L141.
<... STATUS CODE CAN ONLY BE CHANGED TO: FOR>	Indicates that the debt status entered was changed to an incorrect status. Message indicates the correct status(es) to which it can be changed.
<... STATUS CODE CAN ONLY BE CHANGED TO: SWG>	Indicates that the debt status entered was changed to an incorrect status. Message indicates the correct status(es) to which it can be changed.
<...STATUS CODE CAN ONLY BE CHANGED TO: AWG>	Indicates that the debt status entered was changed to an incorrect status. Message indicates the correct status(es) to which it can be changed.
<...STATUS CODE CAN ONLY BE CHANGED TO: AWG, VPY, LEX, THR, HSF, CWG>	Indicates that the debt status entered was changed to an incorrect status. Message indicates the correct status(es) to which it can be changed.
<...STATUS CODE CAN ONLY BE CHANGED TO CWG ON SCREEN L141>	Indicates that the debt status entered was changed to an incorrect status. Message indicates the correct status(es) to which it can be changed.
<...STATUS CODE CAN ONLY BE CHANGED TO: FOR, VPY, HR1, SWG>	Indicates that the debt status entered was changed to an incorrect status. Message indicates the correct status(es) to which it can be changed.
<...STATUS CODE CAN ONLY BE CHANGED TO: HR1, HR2, THR, VPY, SWG, HSF, HR3>	Indicates that the debt status entered was changed to an incorrect status. Message indicates the correct status(es) to which it can be changed.
<...STATUS CODE CAN ONLY BE CHANGED TO: HR1, VPY, LEX, THR, HSF, SWG>	Indicates that the debt status entered was changed to an incorrect status. Message indicates the correct status(es) to which it can be changed.
<...STATUS CODE CAN ONLY BE CHANGED TO: SHR, VPY, SWG, LEX, HSF>	Indicates that the debt status entered was changed to an incorrect status. Message indicates the correct status(es) to which it can be changed.
<...STATUS CODE CAN ONLY BE CHANGED TO: SWG, CWG>	Indicates that the debt status entered was changed to an incorrect status. Message indicates the correct status(es) to which it can be changed.
<...STATUS CODE CAN ONLY BE CHANGED TO: SWG, HR1, HR2>	Indicates that the debt status entered was changed to an incorrect status. Message indicates the correct status(es) to which it can be changed.
<...STATUS CODE CAN ONLY BE CHANGED TO: SWG OR FOR>	Indicates that the debt status entered was changed to an incorrect status. Message indicates the correct status(es) to which it can be changed.

L140 - Employee Add/Update Screen

Message	Definition
<...STATUS CODE CAN ONLY BE CHANGED TO: SWG, OR TO CWG WHEN AUTHORIZED!>	Indicates that the debt status entered was changed to an incorrect status. Message indicates the correct status(es) to which it can be changed.
<...STATUS CODE CAN ONLY BE CHANGED TO: VPY, LEX, THR, HR1, HR2, HR3, SWG>	Indicates that the debt status entered was changed to an incorrect status. Message indicates the correct status(es) to which it can be changed.
<...STATUS CODE CAN ONLY BE CHANGED TO: SWG>	Indicates that the debt status entered was changed to an incorrect status. Message indicates the correct status(es) to which it can be changed.
<...STATUS CODE CAN ONLY BE CHANGED TO: SWG, VPY>	Indicates that the debt status entered was changed to an incorrect status. Message indicates the correct status(es) to which it can be changed.
<...STATUS CODE CAN ONLY BE CHANGED TO: VPY, LEX, THR, HR1, HR2, HR3, SWG>	Indicates that the debt status entered was changed to an incorrect status. Message indicates the correct status(es) to which it can be changed.
<...STATUS CODE CANNOT BE CHANGED>	Indicates that the debt status cannot be changed.
<...STATUS CODE CANNOT BE CHANGED TO <...>>	Indicates that the debt status entered was incorrect or not a valid code. Message indicates incorrect value.
<UPDATE AWG ACCOUNT/DEBT INFO AND PRESS [ENTER]>	Is displayed as instructional message when an account has been displayed.

L141 - Employee/Employer Add/Update Screen

Message	Definition
<ACCOUNT ADDED. PLEASE PRESS [PF5] TO REFRESH THE SCREEN>	Indicates that the account has been successfully added to the new employer.
<ACCOUNT CANNOT BE CHANGED UNTIL OVERNIGHT PROCESS IS COMPLETE. PRESS [PF5].>	Indicates that the debt status cannot be changed until GDAWG510 has been run, status has been updated, and letters have been created for mailout.
<ACCOUNT MODIFIED. PRESS [PF5] TO REFRESH THE SCREEN>	Indicates that the changes which have been made are accepted.
<ACCOUNT RECORD NOT FOUND>	Indicates that the account number is not on the data base.
<ACCT DOES NOT EXIST. PRESS [PF13] TO ADD>	Indicates that this account number does not exist.
<ACCT DOES NOT HAVE AN ACTIVE EMPLOYER, ENTER FIN NBR OR PRESS <PF15> TO ADD>	Indicates that the account does not have an employer. Enter the employer FIN or enter [PF15] to add the employer then add the account to the employer.
<ACCT/FIN DO NOT MATCH>	Indicates that the account does not belong to this employer.
<ACCT/FIN DO NOT MATCH AND CURRENT STATUS IS NOT "SWG". ADD IS NOT ALLOWED>	Displayed when the user has entered an account and FIN that do not match.
<AWG RECORD DOES NOT EXIST FOR THIS ACCOUNT NO. PRESS [PF13] TO ADD.>	Indicates that there is no such account number.
<COLLECTION AGENCY CANNOT VIEW ED ACCOUNTS>	Displayed when the collection agency requests access to an ED account.
<COLLECTION AGENCY IS NOT THE SAME, NOT ALLOWED TO VIEW ACCOUNT>	Displayed when the collection agency requests access to an account owned by another collection agency.
<EMPLOYER RECORD NOT FOUND FOR THIS FIN TO ADD PRESS [PF15]>	Indicates that the employer with this FIN is not in the system.
<EMPLOYER STATUS OF SWG, CWG, NLE, WG1, OWR NOT VALID FOR Y11 LETTER>	Displayed when a request is made to send a Y11 letter on an invalid status.
<END DATE INVALID OR MUST BE ENTERED>	Indicates that the end date is not entered or is invalid.
<END DATE MUST BE GREATER THAN START DATE>	Indicates that the start date of employment is greater than the end date of employment.
<ENTER AN ACCOUNT NO AND/OR EMPLOYER FIN, PLEASE>	Displayed when the new session begins or **[PF5]** is pressed.

L141 - Employee/Employer Add/Update Screen

Message	Definition
<ENTER AWG ACCT NBR OR PRESS [PF13] TO ADD AWG ACCT>	Indicates that the account exists but is not on the AWG data base. To add, enter **[PF13]** and add the account.
<FIRST PAGE>	Displayed when **[PF7]** is pressed and the first account belonging to this employer is reached.
<INVALID ACCOUNT - PLEASE VERIFY AND RE-ENTER>	Displayed when **[ENTER]** is pressed and the account number is invalid.
<INVALID FIN - PLEASE VERIFY AND RE-ENTER>	Displayed when **[ENTER]** is pressed and the FIN is invalid.
<INVALID PF KEY>	Indicates that a key which is not used has been pressed.
<LAST PAGE>	Displayed when **[PF8]** is pressed and the last account belonging to this employer is reached.
<MUST GO TO L140 SCREEN TO UPDATE STATUS TO "FOR">	Displayed when attempting to change status to "for"; change can be made only on L140 Screen.
<NO AWG ACCOUNT EXISTS FOR THIS EMPLOYER>	Displayed when **[ENTER]** is pressed and there is no account number belonging to this employer.
<ONLY "NLE" MAY BE ENTERED>	Displayed when **[ENTER]** is pressed after a status other than "NLE" was entered in place of one of the following: "OWF", "NCE", "OW2", "OWR", "OW1".
<ONLY SWG CAN BE CHANGED TO CWG>	Displayed when current status is not "SWG" when attempting to change status to "CWG".
<PRESS [PF6] TO CONFIRM OR [PF5] TO CANCEL>	Indicates that the user should enter **[PF6]** to add/modify the record or enter **[PF5]** to cancel the add/modify.
<START DATE GREATER THAN CURRENT DATE>	Indicates that the start date may not be greater than the current date.
<START DATE INVALID OR MUST BE ENTERED>	Indicates that the start date is not entered or is invalid.
<THIS ACCT NOT ACTIVE WITH THIS EMPLOYER. TO ACTIVATE PRESS [PF6].>	Displayed when **[ENTER]** is pressed and the account number does not belong to this employer anymore.
<THIS STATUS MAY NOT BE CHANGED>	Indicates that the user is not allowed to change this status on the screen.
<USER IS NOT AUTHORIZED TO UPDATE STATUS TO CWG>	Displayed when user is not "ED". Only ED can change status to "CWG".
<USER IS NOT AUTHORIZED TO USE THIS SCREEN. PRESS [PF3].	Displayed when the user is not authorized to use this screen.

L141 - Employee/Employer Add/Update Screen

Message	Definition
<Y11 LETTER REQUEST NOT ALLOWED FOR THIS ACCOUNT NUMBER (PREVIOUS Y13)>	Displayed when a request is made to send a "Y11" letter and a "Y13" letter has already been sent.
<YOU MAY ENTER AN END DATE ONLY WHEN STATUS IS "NLE">	Indicates that there has been an unsuccessful attempt to enter an end date because the status is other than "NLE".
<ORDER FOR WITHHOLDING LETTER (Y11) CANNOT BE RESENT AT THIS TIME>	Indicates that user is prevented from reissuing (resending) the Y11 letter.

L142 - Employer Information/Update Screen

Message	Definition
<CITY MUST BE ENTERED>	Indicates that city is not keyed in when a new employer FIN is created.
<COLLECTION AGENCY NOT PERMITTED TO UPDATE EMPLOYER NAME>	Displayed when **[ENTER]** is pressed and a collection agency user is attempting to modify the employer name.
<EMPLOYER CREATED. PRESS [PF3] TO EXIT OR [PF5] TO REFRESH SCREEN>	Displayed when information for a new FIN or pseudo FIN is keyed in, **[ENTER]** is pressed and **[PF6]** is pressed.
<EMPLOYER NAME MUST BE ENTERED>	Indicates that employer name is not keyed in when a new employer FIN is created.
<EMPLOYER UPDATED. PRESS [PF3] TO EXIT OR [PF5] TO REFRESH SCREEN>	Displayed when information for an old FIN or pseudo FIN is changed, **[ENTER]** is pressed and **[PF6]** is pressed.
<ENTER EMPLOYER FIN, OR IF UNKNOWN, PUT "Y" TO CREATE PSEUDO AND PRESS [ENTER]>	Displayed when **[PF5]** is pressed or it is the first screen.
<ENTER INFO TO CREATE A NEW EMPLOYER RECORD OR PSEUDO FIN, PLEASE>	Displayed when a new FIN is keyed in and **[ENTER]** is pressed or "Y" is keyed in CREATE PSEUDO and **[ENTER]** is pressed.
<ERROR OBTAINING FINCHNG-REC. DATABASE PROBLEM>	Indicates a serious data base problem.
<FIN CHANGE RECORD ERROR - ACCOUNT CANNOT BE PROCESSED>	Indicates an old FIN cross-references a new FIN.
<FIN DOES NOT EXIST. PRESS [PF5] TO REFRESH SCREEN>	Displayed when an existing FIN's information is retrieved.
<FINCHNG-REC FOR THE PSEUDO BEING CHANGED DOES NOT EXIST. RECORD NOT MODIFIED>	Indicates a serious data base problem.
<INVALID ADDR STATUS. MUST BE "M", "U", "V", OR BLANK>	Displayed when **[ENTER]** is pressed and the address status is other than "M", "U", "V", or blank is keyed in.
<INVALID ADDRESS TYPE. MUST BE "W", "H", "Q", "P", OR BLANK>	Displayed when **[ENTER]** is pressed and an address type other than "W", "H", "Q", "P", or blank has been keyed.
<INVALID FAX NO. MUST BE ALL NUMERICS OR SPACES>	Displayed when **[ENTER]** is pressed and the keyed fax number is not numeric.
<INVALID FIN ENTERED>	Displayed when **[ENTER]** is pressed and the FIN is invalid.
<INVALID KEY PRESSED>	Indicates that a key that is not used has been pressed.
<INVALID PHONE NO. MUST BE ALL NUMERICS OR SPACES>	Displayed when **[ENTER]** is pressed and the keyed phone number is not numeric.
<MUST BE EITHER "Y" OR SPACES>	Indicates that CREATE PSEUDO other than "Y" is keyed.

L142 - Employer Information/Update Screen

Message	Definition
< PSEUDO FIN NBR HAS BEEN CHANGED TO EMPLOYER NBR SHOWN ABOVE>	Displayed when a pseudo FIN which is already replaced by an employer FIN is keyed and **[ENTER]** is pressed.
<STATE IS INVALID OR NOT ENTERED>	Indicates that the state is not keyed or is invalid when a new employer FIN is created.
<STREET ADDRESS MUST BE ENTERED>	Indicates that street address is not keyed when a new employer FIN is created.
<UPDATE THE EMPLOYER RECORD, OR PRESS [PF5] TO REFRESH THE SCREEN>	Displayed when an existing FIN's information is retrieved.
<WARNING- THIS CHANGE MAY IMPACT MULTIPLE EMPLOYEES - PRESS [PF6] TO UPDATE>	Displayed when any information is changed and **[ENTER]** is pressed.
<ZIP CODE IS INVALID OR NOT ENTERED>	Displayed when **[ENTER]** is pressed and the zip code is not entered or invalid.

L143 - Double Key Input/Verification Screen

Message	Definition
<ADDRESS TYPE MUST BE W, H, Q, P, OR BLANK>	Indicates that an invalid address type was entered.
<AWGDBL-KEY-REC HAS BEEN SUCCESSFULLY ADDED>	Displayed after AWGDBL-KEY-REC is populated and stored in the data base.
<AWGDBL-KEY-REC NOT FOUND FOR VERIFICATION>	Displayed when user is in the verification process and the AWGDBL-KEY-REC is not found.
<COMPANY FAX NUMBER IS INVALID>	Indicates that invalid data has been entered in the employer's fax number.
<COMPANY PHONE NUMBER IS INVALID>	Indicates that invalid data has been entered in the employer's phone number.
<COMPANY ZIP 5 MUST BE PRESENT WHEN STATE CODE IS SPECIFIED>	Indicates that the state code was entered but the first five characters of zip code were not.
<COMPANY ZIP 5 MUST BE PRESENT WHEN ZIP 4 IS SPECIFIED>	Indicates that the last four characters of zip code were entered, but the first five characters were not.
<DOUBLE KEY INFORMATION DOES NOT EXIST FOR THIS DELETE REQUEST>	Displayed when user presses the **[PF4]** key to delete double key information but the system cannot find the AWGDBL-KEY.
<DOUBLE KEY INFORMATION HAS BEEN APPLIED>	Displayed in verification process when the **[PF6]** key has been Pressed and the double key information has been updated to the EMPACCT-REC and the EMPLOYER-REC.
<DOUBLE KEY INFORMATION HAS BEEN DELETED>	Displayed when user presses the **[PF4]** key a second time confirming delete request and the system has successfully deleted the AWGDBL-KEY-REC.
<EMPACCT CURRENT STATUS IS INVALID FOR ENTRY OF EMPLOYMENT END DATE>	Indicates that the status code is invalid for one of the following valid status codes: "OWF", "OWR", "OW1", "OW2", "NCE", "GAR", "NLE", or "SWG".
<EMPACCT STATUS CHANGED. IT WAS <CODE>, NOW IT IS <CODE>. USE [PF4] TO DELETE DBL KEY REC>	Indicates that the status code has changed since the record was keyed and the time it was verified. Delete the record and return the paper work for resolution.
<EMPACCT RECORD IS MISSING, CONTACT DATABASE ADMINISTRATOR ABOUT BROKEN CHAIN>	Displayed when there is no EMPACCT-REC for the AWGACCT-REC.
<EMPLOYER FIN KEY IS NOT RELATED TO AWGACCT-REC>	Displayed when the FIN key entered belongs to an employer record that is not related to the account number entered.
<EMPLOYMENT END DATE CANNOT BE LESS THAN EMPLOYMENT START DATE>	Indicates that the date entered was less than the employment start date on the EMPACCT-REC.

L143 - Double Key Input/Verification Screen

Message	Definition
<EMPLOYMENT END DATE MAY NOT BE GREATER THAN TODAY'S DATE>	Indicates that the date entered is greater than the current date.
<EMPLOYMENT END DATE IS INVALID>	Indicates that invalid date information was entered.
<ENTER ACCOUNT NUMBER AND PRESS [ENTER] KEY>	Displayed on first screen when user has sufficient security authorization.
<ENTER DOUBLE KEY DATA FOR VERIFICATION AND PRESS [ENTER] KEY>	Displayed when AWG information has been initially entered and the verification process is required.
<ENTER NEW DOUBLE KEY DATA AND PRESS [ENTER] KEY>	Displayed for initial AWG data entry for an account number.
<FIN CHANGE RECORD ERROR– ACCOUNT CANNOT BE PROCESSED>	Indicates that an old FIN cross-references a new FIN.
<GARNISH AMOUNT IS INVALID>	Indicates that an invalid garnish amount was entered.
<INVALID FIN NUMBER, PREFIX MUST BE "E" OR "P" WITH 12 DIGITS>	The new FIN number entered is invalid.
<NEW FIN NUMBER ALREADY EXISTS AS A FIN CHANGE RECORD>	The new FIN key entered is already on the data base as a FIN change record. Reenter another new FIN key, or go to the L142 Screen and re-enter the FIN number to retrieve the associated employer record.
<OLD AND NEW FIN KEYS CANNOT BE THE SAME>	Indicates that the old FIN number and the new FIN number cannot be the same.
<PAY SCHEDULE MUST BE W, B, M, Q, S, OR BLANK>	Indicates that an invalid pay schedule was entered.
<PAY TYPE MUST BE F, V, OR BLANK>	Indicates that an invalid pay type was entered.
<PRESS [PF4] AGAIN TO CONFIRM DELETE REQUEST OR PRESS [ENTER]> TO RETURN>	Displayed after user presses **[PF4]** to delete double key information and start the process for the account from the beginning.
<PRESS [PF6] TO CONFIRM ADDITION OF DOUBLE KEY RECORD>	Displayed during initial data entry when all entered data has passed edit requirements.
<PRESS [PF6] TO CONFIRM UPDATE OF DOUBLE KEY FIELDS>	Displayed in verification process when all fields entered match exactly what was initially entered for them.
<REQUESTED ACCOUNT HAS NO CORRESPONDING AWGACCT-REC>	Displayed when ACCT-REC is found and ACCT-AWG-FLAG reflects a value of "Y" but the corresponding AWGACCT-REC is not found on the data base.
<REQUESTED ACCOUNT NOT FLAGGED AS AWG>	Displayed when ACCT-REC is found but does not reflect a value of "Y" in the ACCT-AWG-FLAG.

APPENDIX A: SYSTEM MESSAGES

L143 - Double Key Input/Verification Screen

Message	Definition
<REQUESTED ACCOUNT NOT FOUND ON DATABASE>	Displayed when ACCT-REC for account number entered is not found on data base.
<REQUESTED EMPLOYER RECORD NOT FOUND>	Displayed when an EMPLOYER-REC for the FIN key entered is not found.
<SCREEN EMP END DATE NOT EQUAL AWGDBL EMP END DATE, [PF4] TO DELETE DBL KEY REC>	Indicates that employment end date entered is not equal to what was initially entered in Employment End Date field.
<SCREEN FIN KEY NOT EQUAL AWGDBL FIN KEY; USE [PF4] TO DELETE DBL KEY REC>	Indicates that FIN key entered is not equal to what was initially entered in FIN Key field.
<SCREEN GARNISH AMOUNT NOT EQUAL AWGDBL GARNISH AMT, [PF4] TO DELETE DBL KEY REC>	Indicates that garnish amount entered is not equal to what was initially entered in Garnish Amount field.
<SCREEN PAY SCHEDULE NOT EQUAL AWGDBL PAY SCHEDULE; USE [PF4] TO DELETE DOUBLE KEY REC>	Indicates that pay schedule entered is not equal to what was initially entered in Pay Schedule field.
<SCREEN PAY TYPE NOT EQUAL AWGDBL PAY TYPE, USE [PF4] TO DELETE DOUBLE KEY REC>	Indicates that pay type entered is not equal to what was initially entered in Pay Type field.
<STATE ABBREVIATION/ZIPCODE COMBINATION IS INVALID>	Indicates that state code entered is invalid or is not related to zip code entered.
<THERE ARE NO UPDATES TO CONFIRM AT THIS TIME, PRESS [ENTER] TO CONTINUE>	Displayed when the user presses **[PF6]** to confirm before the system prompts the user for this response.
<YOU ARE NOT AUTHORIZED TO UPDATE THE AWG DOUBLE KEY INFORMATION>	Displayed when user has insufficient security authorization.
<YOU ARE NOT AUTHORIZED TO VERIFY AWG DOUBLE KEY INFORMATION>	Displayed when a user does not have verification authority.
<YOU HAVE PRESSED AN INVALID PFKEY, PRESS [ENTER] TO CONTINUE>	Displayed when the user presses a **[PF]** key and the system does not know what function to invoke.
<YOU MAY NOT VERIFY YOUR OWN DOUBLE KEY ENTRY RECORD>	Indicates that the AWGDBL-KEY-REC user ID was entered by the user who is trying to verify the record.
<ZIP CODE IS INVALID>	Indicates that an invalid zip code has been entered. Correct and re-enter.
<ZIPCODE/STATE ABBREVIATION COMBINATION IS INVALID>	Indicates that the zip code entered is invalid or is not related to the state entered.

L145 - Employer Name and Search Screen

Message	Definition
<COMPANY NAME IS INVALID OR NOT ENTERED>	Indicates that the company name is not keyed or is invalid.
<ENTER PARTIAL/FULL EMPLOYER NAME FOR SEARCH AND PRESS ENTER>	Displayed when the Employer Name and Search Screen is initially accessed.
<ZIP CODE IS INVALID OR NOT ENTERED>	Indicates that the zip code is not entered or invalid.

L146-Order for Withholding Validation Menu

Message	Definition
<AWG VALIDATION GROUP DATA MISSING>	No validation group records exist. No action is required.
<ENTER ONE AND ONLY ONE SELECTION CODE>	Remove the extraneous selection codes.
<GROUP RECORD IS IN USE- TRY AGAIN LATER>	Another user is updating this group. Discontinue the attempt, or try later.

L147 Order For Withholding Validation Screen

Message	Definition
<NO AWGACCT RECORDS EXIST FOR THIS GROUP>	No records remain to be validated. No action required.
<PRESS ENTER TO REVIEW DATA, THEN PF6 TO CONFIRM>	User has pressed keys out-of-sequence. Correct the situation by pressing **[ENTER]** then **[PF6]**.

APPENDIX B: IDD RECORD REPORT

TITLE
  Employee Add/Update Screen (L140)

PURPOSE
  The Employee Add/Update Screen is used to add a student account to the Administrative Wage Garnishment (AWG) data base or to update an existing AWG account.

PROGRAM
  GDAWG140

SPECIAL NOTES
  None.

FIELDS:

ENGLISH NAME/DEFINITION	REFERENCE
COMMAND	TRANSACTION ID
Four-character Transaction ID.	
USERID	USER ID
Eight-character field containing the user ID of the signed-on user.	
DATE	CURRENT/SYSTEM DATE
System date.	
TIME	CURRENT/SYSTEM TIME
System time	
ACCT NO	ACCT-ACCOUNT-ID
The ten-character account ID. "S" or "E" followed by nine digits.	
REGION	ACCT-ED-REGION
The two-digit region ID.	
COLL NUM	ACCT-COLL-NUM
The five-character physical location assigned by the collection agency. It is used only if the account is with a collection agency.	
EMPLOYER FIN	EMPLOYER-FIN-KEY
The thirteen-character Federal Identification Number of the employer. "P" or "E" followed by twelve digits.	
EMPLOYER NAME	EMPLOYER-COMPANY-NAME
The name of the employer of the borrower. Up to forty-five characters.	

APPENDIX B: IDD RECORD REPORT

ENGLISH NAME/DEFINITION	REFERENCE

ACCT OWNER   ACCT-OWNER

    The five-character owner code, equivalent to the old location code.

RESEND T12 LETTER REQUEST   GDAWG140-COMM0001

    The one-character field tells the AWG Subsystem to resend the T12 letter to
the borrower.

ACCT NAME   ACCT-FULL-NAME

    The name (last, first, middle) of the account owner. Up to 58 characters.

ADDRESS   ADDR-LINE-1
                                                                              ADDR-LINE-2

    The address of the account, spread over two lines. Up to 80 characters.

DAY PH   ADDR-PHONE-WORK

    The ten-digit daytime telephone number, with area code, of the individual
owning the account.

NIGHT PH   ADDR-PHONE-HOME

    The ten-digit nighttime telephone number, with area code, of the individual
owning the account.

CITY   ADDR-CITY

    The city of the account, or the country if a foreign address. Up to thirty
characters.

ST   ADDR-STATE

    The two-character code for the state of the account, or "FC" for foreign
addresses.

ZIP   ADDR-ZIP-CODE

    The zip code for the account. Five digits, with a four-digit suffix, or spaces if
a foreign address.

ADDR STATUS   ADDR-STATUS

    The current status of this address.

ADDR CHANGE DATE   EMPLOYER-CHANGE-
                                                                              DATE

    The date on which the address of the individual was changed to a new
address.

ENGLISH NAME/DEFINITION	REFERENCE
EMPLOYER ADDRESS	EMPLOYER-ADDRESS1 EMPLOYER-ADDRESS2
The address of the account, spread over two lines. Up to 80 characters.	
CONTACT	EMPLOYER-CONTACT-NAME
The name of individual to contact at the employer's office.	
EMP PHONE	EMPLOYER-PHONE-NUMBER
The ten-digit daytime telephone number, with area code, of the employer of the individual owning the account.	
CITY	EMPLOYER-CITY
The city of the employer, or the country if a foreign address.	
ST	EMPLOYER-STATE-CODE
The two-character code for the state of the account, or "FC" for foreign addresses.	
ZIP	EMPLOYER-ZIP-CODE
The zip code for the account. Five digits, with a four-digit suffix, or spaces if a foreign address.	
CURR AWG STATUS	AWGDEBT-CURRENT-STATUS
The current status of the account.	
EMPL STATUS	EMPLOYMENT-STATUS
The employee's employment status.	
DEBTS	GDAWG140-CALC0001
Displays the number of debts that are currently being garnished.	
EXPECTED AMT	EMPACCT-GARNISH-AMOUNT
The payment amount that is expected for AWG. Up to eleven digits.	
ED BALANCE	GDAWG140-CALC0002
The sum of the debt balances. For example, debt statuses of "OWF", "OW1", "OWR", "OW2", "GAR", or "NLE". Up to eleven digits.	
LAST AWG DATE	EMPACCT-END-EMP-DATE
The last payment amount that was made for AWG.	

APPENDIX B: IDD RECORD REPORT

ENGLISH NAME/DEFINITION	REFERENCE

CA FEE   GDAWG140-CALC0003

 The fee charged by the collection agency. Up to eleven digits.

LAST AWG AMT   EMPACCT-GARNISH-
                       AMOUNT

 The last payment amount that was made for AWG. Up to nine digits.
 Format: 0,000,000.00

CA BALANCE   GDAWG140-CALC0004

 The sum of the ED balance and the CA fee. Up to ten digits.

PAY SCHED   EMPACCT-EMPLOYEE-
                       SCHEDULE

 A one-character field that shows the schedule of the expected AWG
 payments.

PAY TYPE   EMPACCT-EMPLOYEE-
                       PAY- MODE

  The type of pay that will be received from the employer.
  Fixed amount - if the check is always the same amount.
  Variable amount - if amount of paycheck varies.
  F = fixed amount
  V = Variable amount

DEBT-ID   AWGDEBT-ID-KEY

 The sixteen-digit debt number for each debt.

STATUS CODES   AWGDEBT-CURRENT-
                       STATUS

 The three-character field indicates the status of the associated debt ID.

STATUS DATES   AWGDEBT-CURRENT-
                       STATUS-DATE

 The date on which the status was applied to a debt.
 Format: MM/DD/YY.

T12 RESEND   AWGDEBT-T12-RESEND

 The one-character field tells the AWG system to resend the T12 letter to
 the borrower for a specific debt.

ICRP STATUS   ICRP-STATUS-CODE

 The one-character ICRP status and the payment status of the borrower's
 account.

TITLE
Employee/Employer Add/Update Screen (L141)

PURPOSE
The Employee/Employer Add/Update Screen is used to add or update or review the Administrative Wage Garnishment (AWG) debtor information.

PROGRAM
GDAWG141

SPECIAL NOTES
None.

FIELDS:

ENGLISH NAME/DEFINITION	REFERENCE
COMMAND	TRANSACTION ID
Four-character Transaction ID.	
USERID	USER ID
Eight-character field containing the user ID of the signed-on user.	
DATE	CURRENT/SYSTEM DATE
System date.	
TIME	CURRENT/SYSTEM TIME
System time	
ACCOUNT NO	ACCT-NBR-KEY
The ten-character account ID. "S" or "E" followed by nine digits.	
EMPLOYER FIN	EMPLOYER-FIN-KEY
The thirteen-character Federal Identification Number of the employer.	
ENTER LETTER TYPE	EMPACCT-LTR-RESEND
The one-character field which tells the AWG system to resend a Y11 letter to the employer.	
ACCOUNT OWNER	ACCT-OWNER
The five-character owner code, equivalent to the old location code. The two-letter prefix (ED or AG) identifies the account owner; the two-digit suffix is the location code (account/status/collector).	

APPENDIX B: IDD RECORD REPORT

ENGLISH NAME/DEFINITION	REFERENCE

ICRP STATUS   ICRP-STATUS-CODE

    The one-character ICRP status and the payment status of the borrower's
account.

ACCOUNT NAME   ACCT-FULL-NAME

    The name (last, first, middle) of the account owner. Up to 58 characters.

EMPLOYER NAME   EMPLOYER-COMPANY-
                                                                            NAME

    The alpha name of the employer of the borrower. Up to forty-five
characters.

EMPLOYER ADDRESS   EMPLOYER-ADDRESS1
                                                                            EMPLOYER-ADDRESS2

    The address of the account, spread over two line. Up to 80 characters.

CITY   EMPLOYER-CITY

    The city of the employer, or the country if a foreign address. Up to thirty
characters.

STATE   EMPLOYER-STATE-CODE

    The two-character code for the state of the account, or "FC" for foreign
addresses.

ZIP   EMPLOYER-ZIP-CODE

    The zip code for the account. Five digits, with a four-digit suffix, or
spaces if a foreign address.

CONTACT   EMPLOYER-CONTACT-
                                                                            NAME

    The name of the person with whom to talk. Up to thirty-five characters.

ADDRESS STATUS   EMPLOYER-ADDR-STATUS

    The current status of the address.

CURRENT AWG STATUS   EMPACCT-CURRENT-
                                                                            STATUS

    The current status of the account.

ADDR CHANGE DATE   EMPLOYER-CHANGE-
                                                                            DATE

    The date on which the address of the employer was changed to a new
address.

CERTIFIED AWG   GDAWG141-CALC0001

    The sum of the debts that have been certified.

ENGLISH NAME/DEFINITION	REFERENCE

BALANCE

GDAWG141-CALC0002

    Up to nine digits.

START DATE

EMPACCT-START-EMP-DATE

    The date when an account is connected with the employer. (Blank when account's information is displayed)

CURRENT EMPLOYER STATUS

AWGACCT-CURRENT-STATUS

    The three-character field which indicates the status when accounts of the employer information is displayed.

END DATE

EMPACCT-END-EMP-DATE

    The date when EMP-ACCOUNT status is equal to "NLE" (no longer employed). Blank when the account's information is displayed.

TITLE
> Employer Information/Update Screen (L142)

PURPOSE
> The Employer Information/Update Screen is used to add, update or review the Administrative Wage Garnishment (AWG) accounts or employer information.

PROGRAM
> GDAWG142

SPECIAL NOTES
> None.

FIELDS:

ENGLISH NAME/DEFINITION	REFERENCE
COMMAND	TRANSACTION ID
Four-character Transaction ID.	
USERID	USER ID
Eight-character field containing the user ID of the signed-on user.	
DATE	CURRENT/SYSTEM DATE
System date.	
TIME	CURRENT/SYSTEM TIME
System time.	
EMPLOYER FIN	EMPLOYER-FIN-KEY
The thirteen-character Federal Identification Number of the employer. "P" or "E" followed by twelve digits.	
CREATE PSEUDO?	GDAWG142-COMM0001
Indicates whether pseudo FIN will be created ("Y") or not ("_").	
ADDRESS TYPE	EMPLOYER-ADDR-TYPE
The address type.	
PSEUDO FIN	GDAWG142-COMM0002
Pseudo Federal Identification Number of the employer; twelve digits with the prefix "P".	

APPENDIX B: IDD RECORD REPORT

ENGLISH NAME/DEFINITION	REFERENCE
EMPLOYER NAME	EMPLOYER-COMPANY-NAME
The alpha name of the employer of the borrower.	
EMPLOYER ADDRESS	EMPLOYER-ADDRESS1 EMPLOYER-ADDRESS2
The address of the account, spread over two lines.	
CITY	EMPLOYER-CITY
The city of the employer, or the country if a foreign address. Up to twenty-one characters.	
STATE	EMPLOYER-STATE-CODE
The two-character code for the state of the account, or "FC" for foreign addresses.	
ZIP	EMPLOYER-ZIP-CODE
The zip code for the account. Five digits, with a four-digit suffix, or spaces if a foreign address.	
EMPLOYER PHONE	EMPLOYER-PHONE-NUMBER
The ten-digit daytime telephone number, with area code, of the employer of the individual owning the account.	
EMPLOYER FAX	EMPLOYER-FAX-NUMBER
The ten-digit daytime fax number, with area code, of the employer of the individual owning the account.	
CONTACT	EMPLOYER-CONTACT-NAME
The name of the person with whom to talk.	
ADDR STATUS	EMPLOYER-ADDR-STATUS
The current status of the address.	
ADDR CHANGE DATE	EMPLOYER-CHANGE-DATE
Date on which the address of the employer was changed to a new address. (Blank when employer's information is displayed)	

TITLE
Double Key Input/Verification Screen (L143)

PURPOSE
The Double Key Input/Verification Screen allows users to add/update AWG accounts and employer information.

PROGRAM
GDAWG143

SPECIAL NOTES
None.

FIELDS:

ENGLISH NAME/DEFINITION	REFERENCE
COMMAND	TRANSACTION ID
Four-character Transaction ID.	
USERID	USER ID
Eight-character field containing the user ID of the signed on user.	
DATE	CURRENT/SYSTEM DATE
System date.	
TIME	CURRENT/SYSTEM TIME
System time.	
ACCOUNT NUMBER	ACCT-NBR-KEY
The ten-character account ID. An "S" followed by nine digits. S = Social Security number	
ORIGINAL ENTRY	AWGDBL-USER-ID
The six-character ID of the user that initially entered the double key data.	
PAY TYPE	AWGDBL-PAY-TYPE
The one-character garnish payment type.	
ORIGINAL ENTRY DATE	AWGDBL-DATE-STAMP
The date the double key data was initially entered. Format: MM/DD/YY	
PAY SCHEDULE	AWGDBL-EMPLOYEE-SCHEDULE
The schedule by which an employee receives pay from their employer.	

ENGLISH NAME/DEFINITION	REFERENCE

GARNISH AMOUNT   AWGDBL-GARNISH-AMT

    The amount to be garnished each schedule period.
    Format: 00,000,000,000.00

EMPLOYMENT END DATE   AWGDBL-END-EMP-DATE

    The date employee stopped working for employer.
    Format: MM/DD/YY

FIN KEY   EMPLOYER-FIN-KEY

    The thirteen-character Federal Identification Number of the employer.
    "E" followed by twelve digits.
    E =   Actual FIN of the employer

NEW FIN KEY   GDAWG143-COMM0001

    The new FIN number assigned to the employer.

ADDRESS TYPE   EMPLOYER-ADDR-TYPE

    The one-character code to indicate where AWG correspondence should
    be mailed.

COMPANY NAME   EMPLOYER-COMPANY-
                                              NAME
    Employer's name. Up to forty-five characters.

ADDRESS ONE   EMPLOYER-ADDRESS1

    Employer's first line of address. Up to forty characters.

ADDRESS TWO   EMPLOYER-ADDRESS2

    Employer's second line of address. Up to forty characters.

CITY   EMPLOYER-CITY

    Employer's city. Up to twenty-nine characters.

STATE   EMPLOYER-STATE-CODE

    Employer's two-character state code.

ZIP   EMPLOYER-ZIP-CODE-5

    First five digits of employer's zip code. First five digits are required if
    state code is entered or last four digits of zip code are entered.

ZIP   EMPLOYER-ZIP-CODE-4

    Last four digits of employer's zip code.

ENGLISH NAME/DEFINITION	REFERENCE

PHONE

    Employer's ten-digit phone number.

EMPLOYER-PHONE-NUMBER

FAX

    Employer's ten-digit fax number.

EMPLOYER-FAX-NUMBER

CONTACT NAME

    Name of person at employer to contact for information. Up to 58 characters.

EMPLOYER-CONTACT-NAME

ADDRESS CHANGE DATE

    Date the employer's address last changed. This date will be populated when information is entered in AWG for address one, address two, city, state, or zip code.

ENPLOYER-CHANGE-DATE

TITLE
Employer Name and Search Screen (L145)

PURPOSE
The Employer Name and Search Screen allows users to add/update Administrative Wage Garnishment (AWG) accounts and employer information.

PROGRAM
GDAWG145

SPECIAL NOTES
None.

FIELDS:

ENGLISH NAME/DEFINITION	REFERENCE
COMMAND	TRANSACTION ID
Four-character Transaction ID.	
USERID	USER ID
Eight-character field containing the user ID of the signed-on user.	
DATE	CURRENT/SYSTEM DATE
System date.	
TIME	CURRENT/SYSTEM TIME
System time.	
EMPLOYER NAME	GDAWG145-COMM0001
The forty-five-character alphanumeric name of the company to be searched. This may be a full or partial name.	
(M) if ZIP is not entered (O) if there is a full or partial ZIP	
ZIP	GDAWG145-COMM0002
(M) if EMPLOYER NAME is not entered (O) if there is a full or partial EMPLOYER NAME	
The nine-character zip code of the employer to be searched. This field is used to narrow down the search to specific zip codes. This may be a full or partial zip.	

APPENDIX B: IDD RECORD REPORT

ENGLISH NAME/DEFINITION	REFERENCE

CURR FIN NO.   EMPLOYER-FIN-KEY

    The current FIN number assigned to the employer.

ZIP   EMPLOYER-ZIP-CODE

    The current zip code of the employer.

SELECT

                                           GDAWG145-COMM0003

    Field used to select an employer to transfer to the L142 Screen for FIN modification.

COMPANY NAME   EMPLOYER-COMPANY-NAME

    The full employer name displayed by the search.

PHONE NO   EMPLOYER-PHONE-NUMBER

    The current telephone number with area code of the employer.

TITLE
>Order for Withholding Validation Menu (L146)

PURPOSE
>This screen allows users to select a group of orders for withholding in order to approve or exclude them.

PROGRAM
>GDAWG146

SPECIAL NOTES
>None.

FIELDS:

ENGLISH NAME/DEFINITION	REFERENCE
COMMAND	TRANSID
Four-character transaction ID.	
USERID	USER ID
Eight-character field containing user ID of the signed user.	
DATE	CURRENT/SYSTEM DATE
System date.	
TIME	CURRENT/SYSTEM TIME
System time.	
SELECT	GDAWG146-COMM0001
Field used to select a group for processing by the L147 Screen.	
DATE	AWGVALGP-DATE
The effective date when the validation group was created.	
CURR STAT	AWGVALGP-STATUS
The current AWG status of all records in the validation group.	
GRP #	AWGVALGP-GROUP-NO
The three-digit sequential number used to distinguish groups with the same effective date.	
NUMBER REMAINING	GDAWG146-CALC0001
The total number or records in the validation group which have not been approved.	
IN USE	AWGVALGP-OL-IN-USE-IND
A field indicating the validation group in being used by another user.	

APPENDIX B: IDD RECORD REPORT

TITLE
    Order for Withholding Validation Screen (L147)

PURPOSE
    This screen allows authorized users to approve or exclude orders for withholding.

PROGRAM
    GDAWG147

SPECIAL NOTES
    None.

FIELDS:

ENGLISH NAME/DEFINITION	REFERENCE
COMMAND	TRANSID
Four-character transaction ID.	
USERID	USER ID
Eight-character field containing user ID of the signed user.	
DATE	CURRENT/SYSTEM DATE
System date.	
TIME	CURRENT/SYSTEM TIME
System time.	
EXCLUDE	GDAWG147-COMM0001
A field used to exclude an order record from AWG processing.	
SSN	ACCT-ACCOUNT-NBR
The Social Security Number of the borrower.	
EMPLOYER NAME	EMPLOYER-COMPANY-NAME
The first 22 characters of the employer name.	
BORROWER NAME	ACCT-NAME-LAST
The first 9 characters of the borrowers.	
LOC	ACCT-OWNER-3-5
The three-character numeric portion of the account location code.	
BAL AMOUNT	GDAWG147-CALC0001
The current account balance including accrued interest.	

ADMINISTRATIVE WAGE GARNISHMENT

ENGLISH NAME/DEFINITION	REFERENCE
EXPT AMT	EMPACCT-GARNISH-AMOUNT
The amount expected to be garnished from the borrower's wage or paid by the borrower monthly.	
LAST PAYMENT	ACCT-LAST-COLL-DATE or AWGACCT-LAST-PYMT-DATE
The effective date of the last voluntary payment or last wage garnishment collection.	
T12 SENT	AWGACCT-T12-DATE
The date the T12 letter was sent.	